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Expedient User Manual – NZ Customs Module (Exports)

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INTRODUCTION

EXpedient software contains the Export Forwarding Module. This manual covers the Customs Functions allowing users to register shipments, lodge Export Customs Entries, set up TLF, manage parts and prepare charges for customers.

Customs and Forwarding Registration

Expedient utilises a job number, which is the unique number given to shipments within Expedient. This is the first step in creating and lodging Export Customs Entries. From the Export Job Registration screen, users are able to register a Job, Create Shipper's Invoice, and Create & Lodge Export Customs Entries. Users can also prepare charges and create a Debtors Invoice (only applicable for Accounting Module Customers)

Export Job Registration Screen

Command Keys

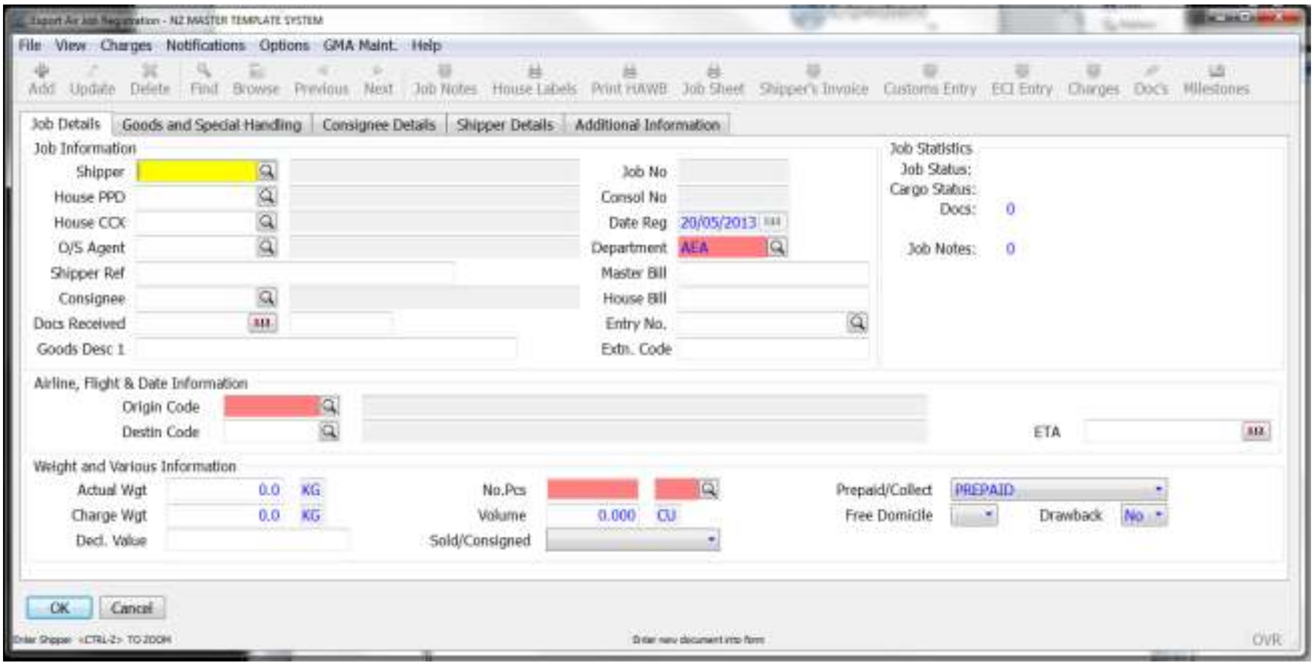
Most toolbar buttons can be accessed by a Keyboard Short Cut. See below for Short Cut Commands:

Icon	Shortcut Key
Add	A
Update	U
Delete	D
Find	F
Browse	B
Previous	P
Next	N
Print House Labels	
Job Notes	J
Print HAWB	
Job Sheet	

Icon	Shortcut Key
ECI Entry	
Customs Entry	
Doc's	
Charges	C
Milestones	
Job Details Container Details	Ctrl-Tab

Creating a Job
When it is time for you to create a customs shipment, register an **Air or Sea Export Forwarding Job** following the instructions documented in the Air Export User Manual or Sea Export User Manual.

See example Air Export Job Registration screen:



Field Name	Description	Validation	Default
	Job Details Tab		
Shipper	This is the shipper code and full name. This must be an exporter as defined in the Customer Masterfile	Mandatory	Consol Registration screen
House PPD	This is the bill to agent code and full name. Use [search] to search the customer list. This must be a Debtor as defined in the Customer Masterfile	Conditional	Blank
House CCX	This is the clearance agent code and full name. Use [search] to search the customer list. This must be a Debtor as defined in the Customer Masterfile	Conditional	Blank
O/S Agent	This is the overseas agent code and full name. Use [search] to search the customer list.	Mandatory	Consol Registration screen
Shipper Ref	This is the shippers reference	Optional	Blank
Consignee	This is the Shipper's Consignee at the Destination Port. The party, to whom a consignment is dispatched, is having legal title to the goods. Use the [search] to search for Consignees already linked to the Shipper. Use the [Add] button to create a new Export Consignee or [View/Update Consignee Masterfile] to check and update details of existing Consignees. If the Consignee already exists in the system but linked to a different shipper use the [Search All] button to find the Consignee and double click so that Expedient copies the details to the new Shipper together with any Notes	Mandatory	Consol Registration screen if Direct Master otherwise blank
Docs Received	This is the date the documentation was received.	Optional	Today
Time	This is the time the documentation was received	Optional	Now
Goods Desc 1	This is the short text description of the goods	Mandatory	Blank
Job No	This is the reference number for the house bill	Mandatory	System generated
Consol No	This is the consol number for the Neutral Airway Bill	Mandatory	Consol Registration screen
Date Reg	This is this date of registration for the Neutral Airway Bill	Mandatory	Consol Registration screen
Department	This identifies the department producing the Neutral Airway Bill	Mandatory	Consol Registration screen
Master Bill	This is the master bill number which the house bill belongs to	Mandatory	Consol Registration screen

Field Name	Description	Validation	Default
House Bill	This is the house bill number for the job	Mandatory	System generated
Entry No	This indicates the Export Entry No. This is automatically populated when a Export Entry No is returned from Customs.	Conditional	Blank
Origin Code	This is the Origin airport. Use the to search the ISO Port Codes Masterfile.	Mandatory	Defaults to Neutral Airway Bill value
ETD 1	This is the estimated date of departure for the first flight	Mandatory	Defaults to Neutral Airway Bill value
Flight No 1	This is the first flight number. 'PER AIR' can be added for Periodic Customs Entries.	Mandatory	Defaults to Neutral Airway Bill value
Airline Code 1	This is the first airline carrier. Use the to search the Airline Masterfile.	Mandatory	Defaults to Neutral Airway Bill value
Via Code 1	This is the first transit Port Code. Use the to search the ISO Port Codes Masterfile.	Optional	Defaults to Neutral Airway Bill value
ETD 2	This is the estimated date of departure for the second flight	Conditional	Defaults to Neutral Airway Bill value
Flight No 2	This is the second flight number	Conditional	Defaults to Neutral Airway Bill value
Airline Code 2	This is the airline for the second flight	Conditional	Defaults to Neutral Airway Bill value
Via Code 2	This is the 2nd transit Port Code. Use the to search the ISO Port Codes Masterfile.	Optional	Defaults to Neutral Airway Bill value
ETD 3	This is the estimated date of departure for the third flight	Conditional	Defaults to Neutral Airway Bill value
Flight No 3	This is the third flight number	Conditional	Defaults to Neutral Airway Bill value
Airline Code 3	This is the airline for the third flight	Conditional	Defaults to Neutral Airway Bill value
Dest. Code	This is the destination airport. Use the to search the ISO Port Codes Masterfile.	Mandatory	Defaults to Neutral Airway Bill value
ETA	This is the Estimate Time of Arrival at the final airport	Optional	Defaults to Neutral Airway Bill value

Field Name	Description	Validation	Default
Actual Wgt	This is the actual weight for the shipment in kg	Optional	Blank
Charge Wgt	This is the chargeable weight for the shipment in kg	Optional	Blank
Decl. Value	This is the declared value for Customs	Optional	Blank
No. Pcs	This is the number of pieces	Mandatory	Blank
Volume	This is the volume in cubic metres	Optional	Blank
Prepaid/Collect	This indicates the payment terms	Mandatory	Blank
Free Domicile	This indicates whether the domicile is free or not	Optional	Blank
Drawback	This indicates whether there is drawback or not	Mandatory	No
INCO	This is the purchase term. Use the to search the INCOTERMS.	Mandatory	Blank
Goods Tab			
Pieces	This is the number of pieces per line item	Optional	Blank
Goods	This is the longer goods description	Optional	Blank
Gross Wght	This is the gross weight for the line item in kg	Optional	Blank
SLAC	This the Shipper's Load and Count which refers to the number of cartons on a unit or pallet which can be counted individually and separately without removing the packaging	Optional	Blank
Volume	This is the volume for the line item in cubic metres	Optional	Blank
Consignee Details Tab			
Name	This is the consignee for the house bill.	Mandatory	Blank
Address 1	This is the consignee's first line of address	Mandatory	Blank
Address 2	This is the consignee's first line of address	Optional	Blank
Suburb	This is the consignee's location	Mandatory	Blank
State	This is the consignee's state	Optional	Blank
Country	This is the consignee's country	Mandatory	Blank
Zip	This is the consignee's zip or postcode	Optional	Blank
Contact Details	This is the Consignee's main contact number	Conditional: Mandatory if the contact type is selected	Blank
Shippers Details Tab			
Name	This is the shipper for the house bill.	Mandatory	Customer Masterfile, Name
Address 1	This is the shipper's first line of address	Mandatory	Customer Masterfile, Street Address
Address 2	This is the shipper's first line of address	Optional	Customer Masterfile, Street Address
Suburb	This is the shipper's location	Mandatory	Customer Masterfile, Street Address
State	This is the shipper's state	Optional	Customer Masterfile, Street Address
Country	This is the shipper's country	Mandatory	Customer

Field Name	Description	Validation	Default
			Masterfile, Billing Address
Zip	This is the shipper's zip or postcode	Optional	Customer Masterfile, Street Address
Contact Details	This is the shipper's main contact number	Conditional: Mandatory if the contact type is selected	Customer Masterfile, Phone
	Additional Information		
Name	This is the shipper for the house bill.	Mandatory	Customer Masterfile, Name
Handling Information	This is the handling information for the house bill	Optional	Blank
Execution Information	This is the additional execution information which prints on the House Air Way Bill	Optional	Blank
Executed Date	This is the date of execution of the house bill	Optional	Today
Place	This is the place of execution of the house bill	Optional	Branch location
Sales Person	This is the person that manages the account	Optional	Customer Masterfile
Field 1	This is available to store information relevant to this client and can be used in User Defined Auto Reports	Optional	Blank
Field 2	This is available to store information relevant to this client and can be used in User Defined Auto Reports	Optional	Blank
Field 3	This is available to store information relevant to this client and can be used in User Defined Auto Reports	Optional	Blank

Container Details - Load File

You are able to load a CSV file from your desktop directly into the Container Details tab, as long as the data conforms to the required format documented below.

To use this feature: Register the Export Sea Job and click on the Load File button that appears at the bottom of the Container Details tab. You can then browse to the required .CSV file and click on the Open button. The load process will advise you if the load was successful. Click on Exit to see the containers loaded into the screen. If there is an error in the file, e.g. there is missing information which is mandatory, you will get a message explaining the problem.

The file format must be:

A comma separated values (.csv) file (easily created in Microsoft Excel)

The data must be in the following order:

Column	Description	Validation	Field Format
A	Bill Number	Mandatory	General
B	Container Number	Mandatory	General
C	Load Type	Mandatory	General

	accepted codes F – FCL L – LCL E – Empty P – Pallet S - Separate		
D	Type	Optional	General
E	Size	Mandatory	General
F	Seal	Optional	General
G	Net Wght	Optional	General
H	Gr Wght	Optional	General
I	Pieces	Optional	General

A file example:
BILL NUMBER 1,ABCD1234567,F,15,22G0,12345,55,7500,900

E.g.

	A	B	C	D	E	F	G	H
1	billno1	ASDF0001001	FCL	22G1	12345	1	2	5400
2	billno2	ASDF0001002	LCL	22G1	12345	1	2	5400
3	billno3	ASDF0001003	LCL	22G1	12345	1	2	5400
4	billno4	ASDF0001004	EMPTY	[illegible]1	12345	1	2	5400
5	billno5	ASDF0001005	pallet	22G1	12345	1	2	5400
6	billno6	ASDF0001006	separate package	22G1	12345	1	2	5400
7	billno7	ASDF0001007	FCL	22G1	12345	1	2	5400
8	billno8	ASDF0001008	FCL	22G1	12345	1	2	5400
9	billno9	ASDF0001009	FCL	22G1	12345	1	2	5400
10	billno10	ASDF0001010	FCL	22G1	12345	1	2	5400
11	billno11	ASDF0001011	FCL	22G1	12345	1	2	5400
12	billno12	ASDF0001012	FCL	22G1	12345	1	2	5400
13	billno13	ASDF0001013	FCL	22G1	12345	1	2	5400
14	billno14	ASDF0001014	FCL	22G1	12345	1	2	5400
15	billno15	ASDF0001015	FCL	22G1	12345	1	2	5400
16	billno16	ASDF0001016	FCL	22G1	12345	1	2	5400

Configuring Pop Up Notes

Expedient allows users to configure what type of notes to pop up at a customer level. The following pop up notes can be configured via the Customer Masterfile (Configuration Tab):

- Export Air Consol Registration Notes – each time a user adds/updates a consol, the Agent Notes will pop up
- Export Air Job Registration Notes – each time a user adds/updates a Job, the Customer's Export Air Job Registration Notes will pop up

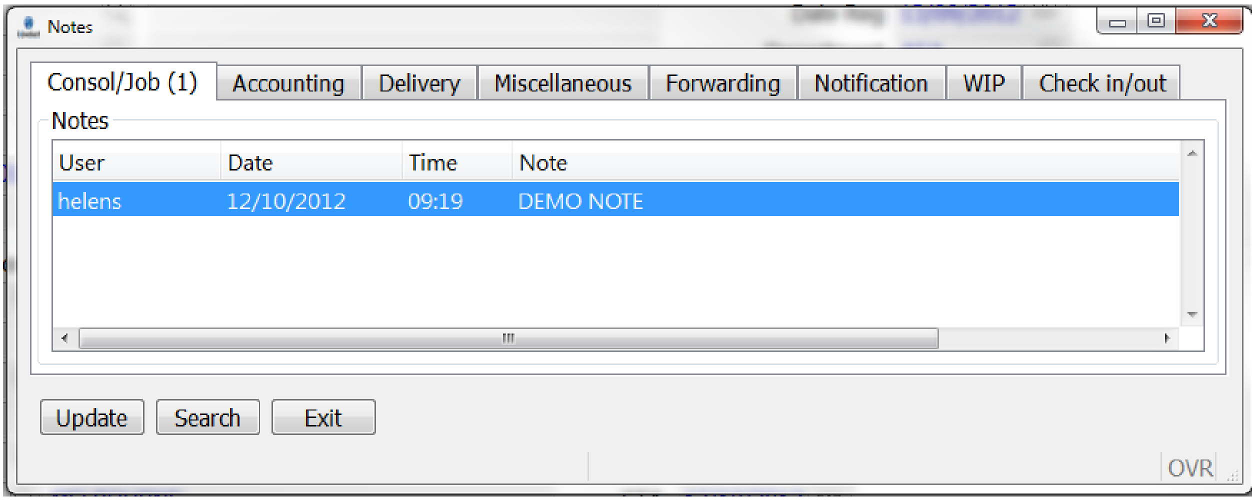
Adding Notes

Once you have created a job, you can add various Notes to the Job. This is available once a job is selected or created and resides in the Options, Job Notes/References. These are made up of:

- **Job Notes** – Prints on the Job Sheet, and pops up when users create or update a Job and the Broker Code is your own company and is set to yes for this Customer in the Customer Masterfile.
- **Accounting Notes** – For Information Only
- **Delivery Notes** – Prints on the Job Sheet, Billing Sheet and Delivery Dockets
- **Miscellaneous** - For Information Only

- **Forwarding** - Pops up when users create or update a Job and the Forwarder Code is your own company and is set to yes for this Customer in the Customer Masterfile

Below is a screen shot of the Notes Screen:



Notes against the Consol are available to view from Consol Notes/References in the Options menu in the Job Registration screen.

The consol registration screen can also be accessed from the Options Menu.

Printing Work Sheets

Once you have completed the Job Registration Creation process, and all of the data is saved that you require, you can now print the various Work Sheets, these are:

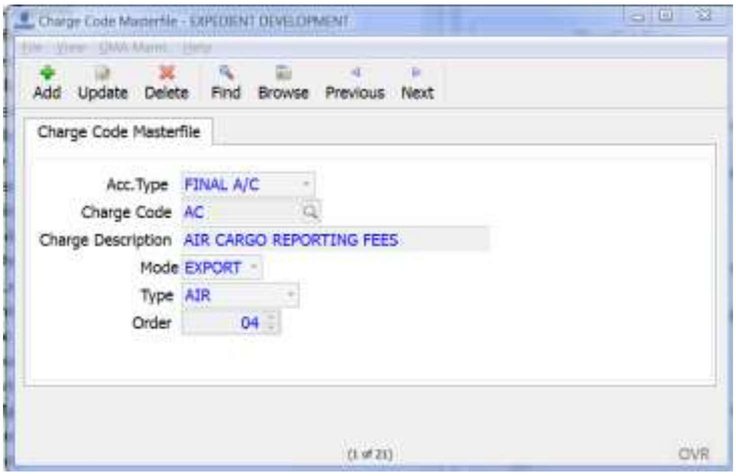
- Job Sheet – Available via Options, and a Button on the toolbar in the Job Registration screen
  - Sea
  - Air
- Private Doc's Cover Sheet - Available via Options
- Private Bar Code Sheet via Options

Printing Billing Sheets

Printing Charge Sheets is available via the Options. The Charge Codes and Descriptions are initially configured and maintained by Super Users. To Set up Charge Codes, go to Menu/Administration/Company Details/Billing Sheet Maintenance. Charge Sheets and Charge Code are set up by:

- Acc. Type (Disbursements/Finals)
- Charge Code
- Mode (Export/Import)
- Type (Air, FCL, LCL)
- Print Order

See below screen shot:



Financ

You can re-print any of the Work Sheets at any time as long as a job displayed in the Job Registration Screen.

Export Job Registration Screen – Menus

CHARGES

Enter Creditors Invoice	Please refer to the Creditors User Manual
View Rates	Please refer to the Rate Module User Manual
View Job Financials	Please refer to the Query User Manual

NOTIFICATIONS

These are automated email and/or fax notifications of booking and flight details to be sent to the client.

JOB FINANCIALS

Job Financials: This will direct the user to the GST Job Financial screen

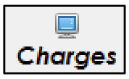
Print Job Financials: This will print the Job Financial Details. (Which is the same from printing direct from the Job Financials screen)

OPTIONS

View Consol Registration This option will direct the user to the Consol Registration screen

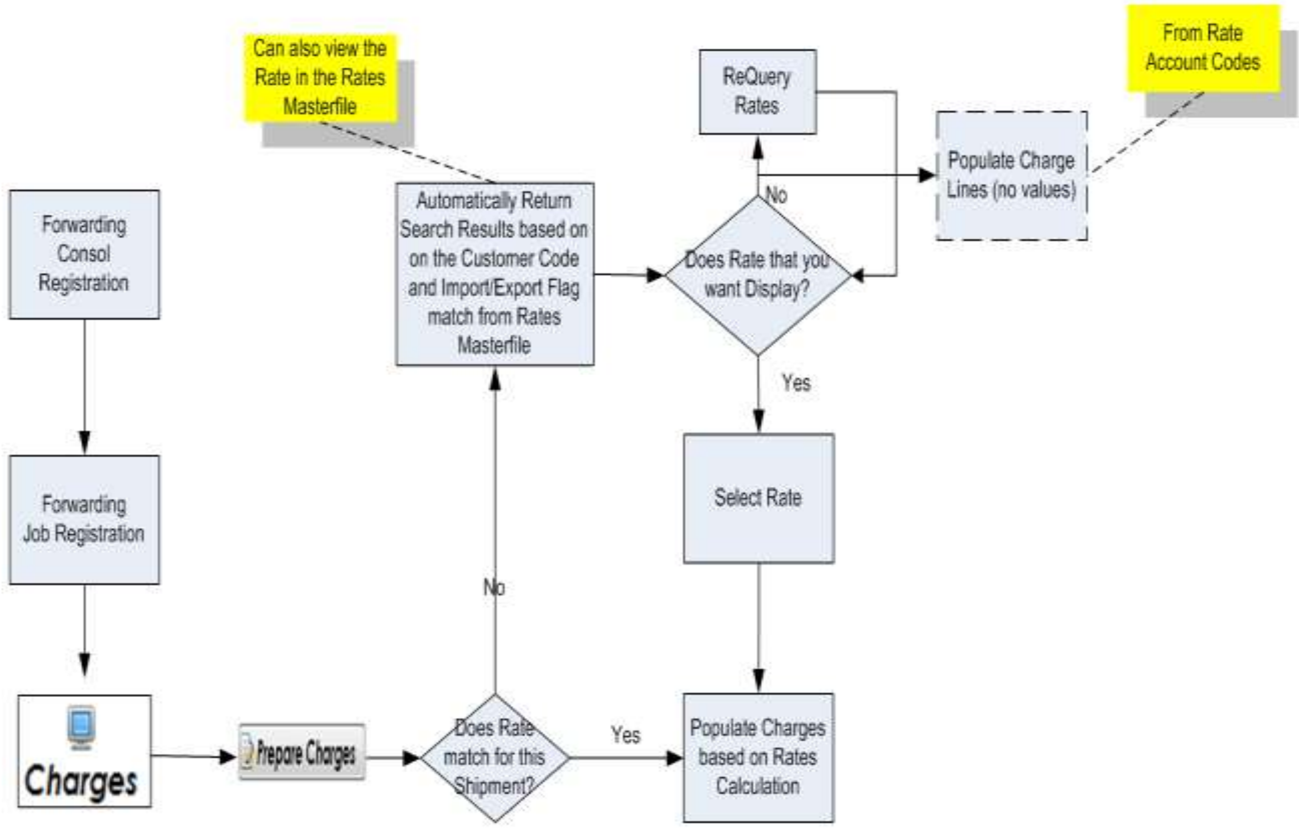
Add EDN/ECI[1] Export Declaration Number (EDN) can be created from the Job Registration Screen via the EDN Details Button or from the Main Menu under Air Export Forwarding / CMR Functions / EDN Entry Screen.

Preparing Charges (Accounting Module only)

Expedient allows users to prepare charges for the shipment from the Job Registration Screen. This is accessed from the Charges Button. 

[1] Within New Zealand EDN will be referred to as ECI in Expedient

Forwarding Rates Process



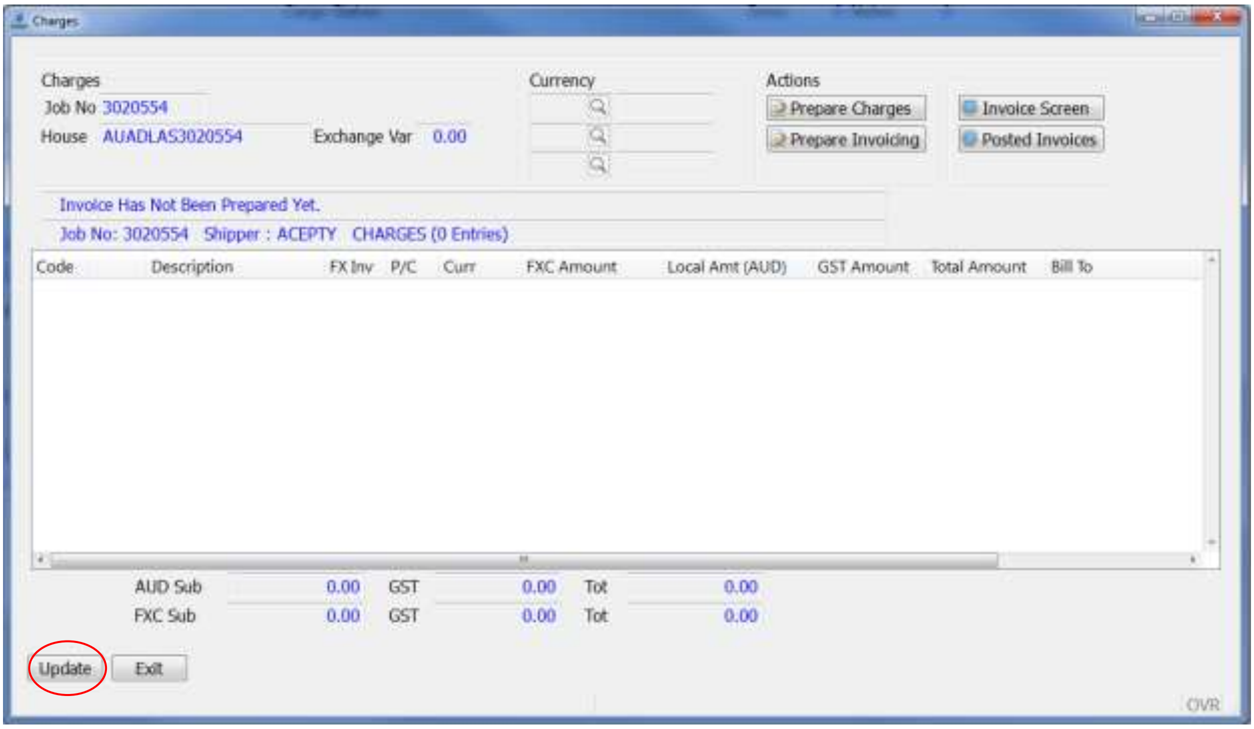
There are 3 ways to prepare charges.

1. MANUALLY ENTER CHARGES

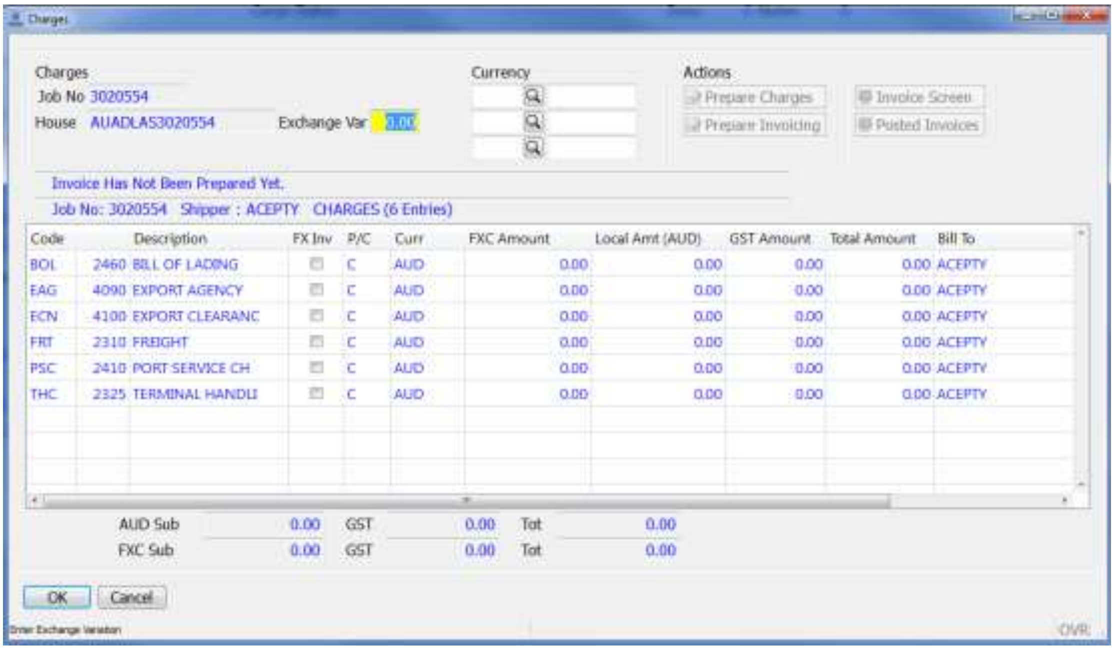
To use this option the user can simply click on the update button. This will allow the user to input charges manually.

There is an option in Expedient to include Default Company Tariff Charge Codes based on Job Type, and Job Class. The company tariff is maintained in the Rates Module, Forwarding Rates, Rate Account Codes screen. See the Rates Module User Manual for more information.

See below:



Once the user clicks the Update button, based on the Rate Account Codes Screen, the default Charge Codes populate.

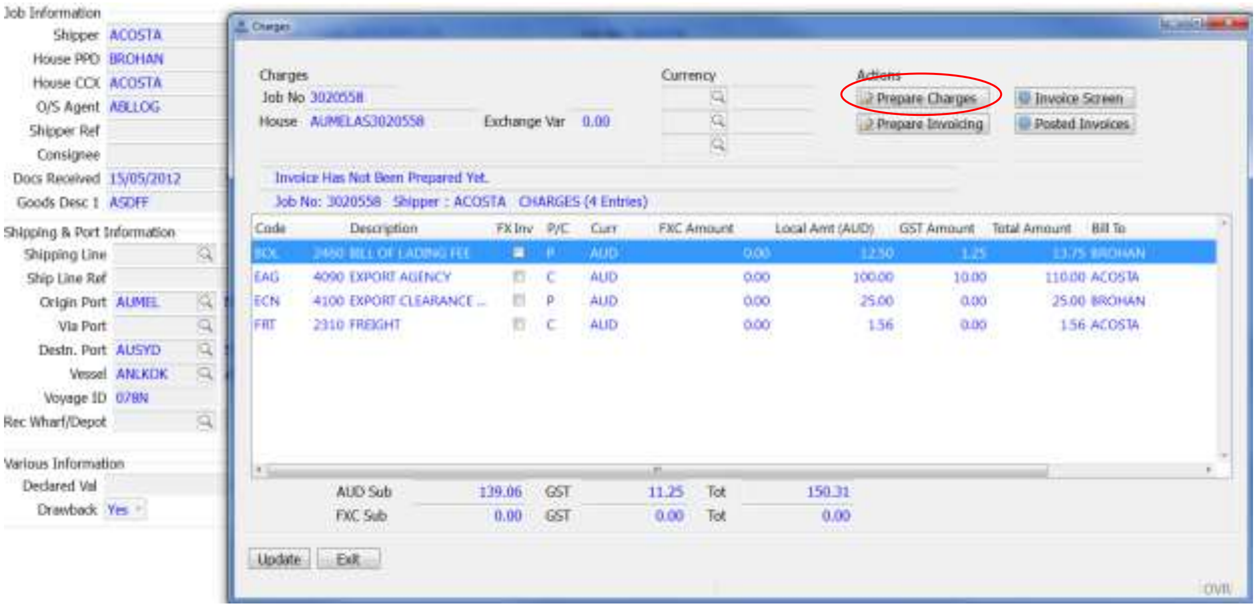


2. AUTO RATING WITH EXACT MATCH (PREPARE CHARGES)

Once the Rates has been set up for Customs/Forwarding, the Prepare Charges button will pre-populate with the same number of charges lines as set up in the Rates Master file, and the correct Amount based on the Rates Master file setup for Customs and/or Forwarding.

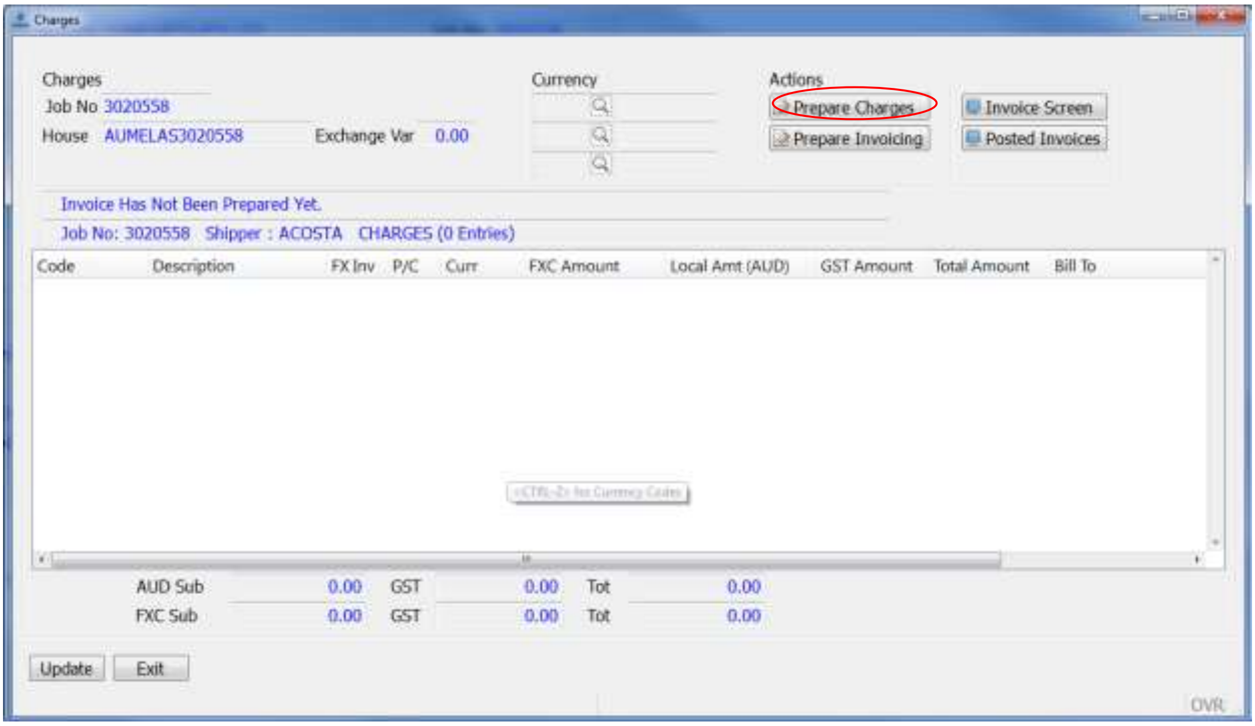
See below. Once the user clicks Prepare Charges, Expedient will Check which charges to Auto- Rate.

As per the below screen shot, there are 4 charges, the second 2 charges are a straight profit item (4000 series numbers) hence the Expected Cost is 0.
The other 2 lines display the same amounts in Local Amount and Expected Cost (where applicable).
This is up to the user to update the correct Expected Cost.
Please Note: The “Bill To” Parties are split between Prepaid and Collect, this is defined in the Rates Masterfile. The system will create 2 invoices when the Prepare Invoicing Button is clicked. One for BROHAN and the other for ACOSTA

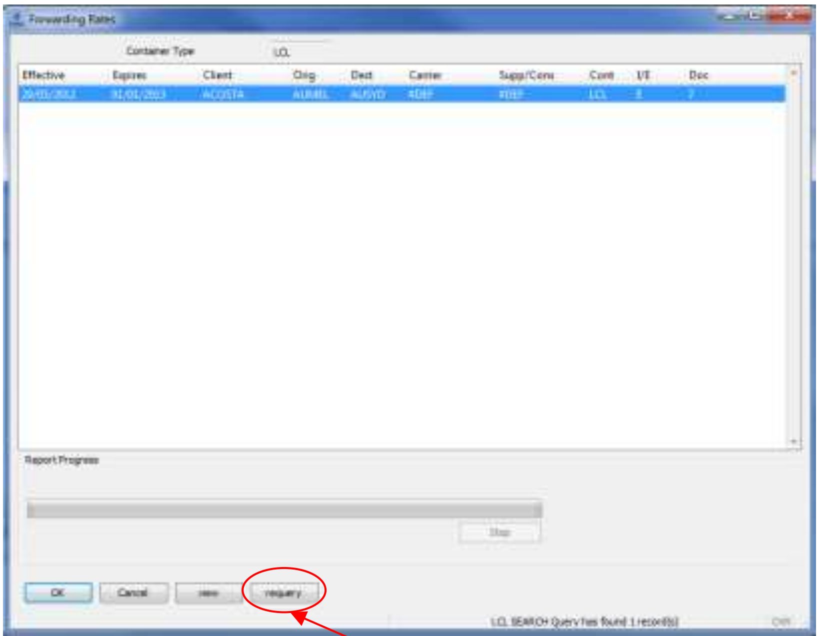


3. AUTO RATING WITHOUT EXACT MATCH

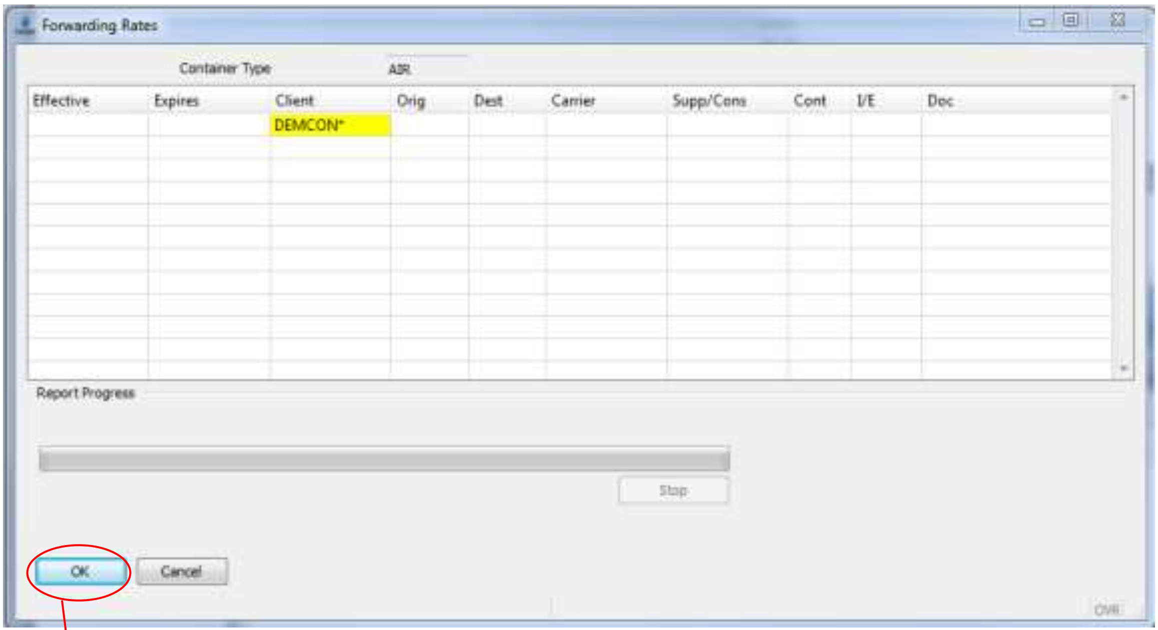
If a user does not have an exact Ratings match, but wishes to use a "Generic" rate that has been set up, then it is possible to perform a search of the Rates Master file.

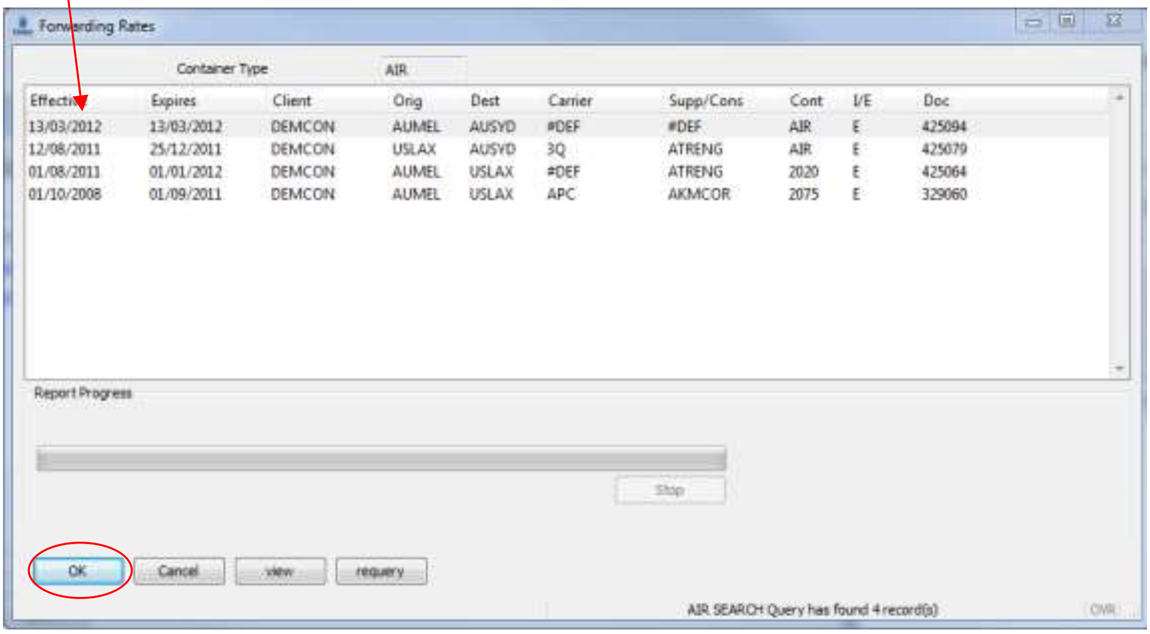


Once the User clicks on the Prepare Charges, if Expedient can't find an exact Rates match, the system will display all Approved Export Rates for that Customer.

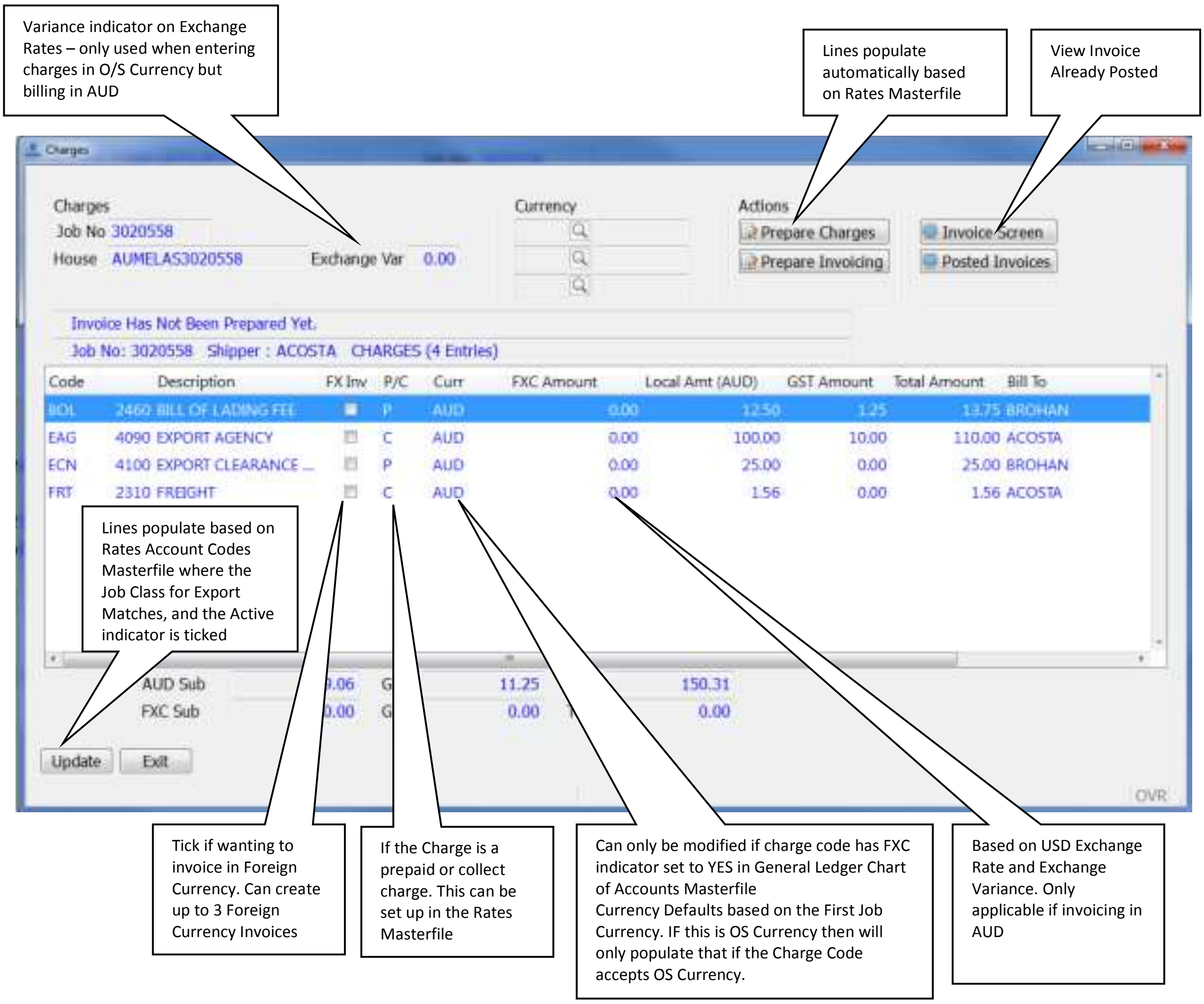


The user can select one displayed on the screen, OR REQUERY the Rates Masterfile from any of the above fields.


Forwarding Rates
Container Type
AIR
Effective
Expires
Client
Orig
Dest
Carrier
Supp/Cons
Cont
I/E
Doc
DEMCON*
Report Progress
Stop
OK
Cancel
OVR


Forwarding Rates
Container Type
AIR
Effective Expires Client Orig Dest Carrier Supp/Cons Cont I/E Doc
13/03/2012 13/03/2012 DEMCON AUMEL AUSYD #DEF #DEF AIR E 425094
12/08/2011 25/12/2011 DEMCON USLAX AUSYD 3Q ATRENG AIR E 425079
01/08/2011 01/01/2012 DEMCON AUMEL USLAX #DEF ATRENG 2020 E 425064
01/10/2008 01/09/2011 DEMCON AUMEL USLAX APC AKMCOR 2075 E 329060
Report Progress
Stop
OK
Cancel
view
requery
AIR SEARCH Query has found 4 record(s)
OVR

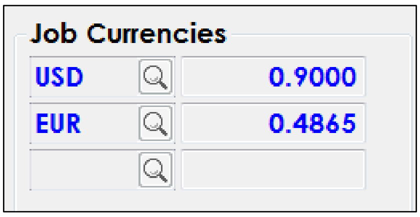
Once the Rates has been set up for Forwarding, the Prepare Charges button will pre-populate with the same number of charges lines as set up in the Rates Masterfile, and the correct Amount based on the Rates Masterfile setup, see below for example:



Code	Description	FX Inv	P/C	Curr	FXC Amount	Local Amt (AUD)	GST Amount	Total Amount	Bill To
BOL	2460 BILL OF LADING FEE		P	AUD	0.00	12.50	1.25	13.75	BROHAN
EAG	4090 EXPORT AGENCY		C	AUD	0.00	100.00	10.00	110.00	ACOSTA
ECN	4100 EXPORT CLEARANCE ...		P	AUD	0.00	25.00	0.00	25.00	BROHAN
FRT	2310 FREIGHT		C	AUD	0.00	1.56	0.00	1.56	ACOSTA

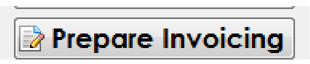
DEFAULT COMPANY TARIFF

The Update button will default the Charge Lines to the Default Company Tariff. Charges that exist in the Rate Account Codes Masterfile that are active and match the job type will be inserted. The company tariff is maintained in the Rates Module, Forwarding Rates, Rate Account Codes screen. See the Rates Module User Manual for more information.

<table>
<tr><th>Field Name</th><th>Description</th><th>Validation</th><th>Default</th></tr>
<tr><td colspan="4">Header</td></tr>
<tr><td>House Currency</td><td>This is the Currency of the House Bill. Any Foreign Charge Amounts will default to the house Currency</td><td>Optional</td><td>Blank</td></tr>
<tr><td>Rate Charge</td><td>This is the Rate Charge for printing of House Airway Bills. The Rate Charge will print in the Rate/Charge section of the House Air Way Bill unless Rate Charge is blank, in which case the FRT Local Amount will appear in the Rate/Charge section. The Rate Charge amount is used to calculate the FRT Local amount automatically.</td><td>Optional</td><td>Blank</td></tr>
<tr><td>Rate Class</td><td>This is the Rate Class for printing of House Airway Bills</td><td>Optional</td><td>Blank</td></tr>
<tr><td>As Agreed</td><td>This prints on the House Airway Bill</td><td>Optional</td><td>As Agreed</td></tr>
<tr><td>Currency</td><td>The Expedient System allows users to invoice in up to 3 Foreign Currencies. For example you may enter USD, and EURO in the Job Currency Field, see below:


Then in the charge lines, ensure at least one charge of each currency exists.


Please Note: To be able to change the Currency on the line items, the General Ledger Code must have the FXC Indicator set to Yes. This is accessed from menu General Ledger – Chart of Accounts.

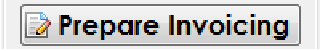
If you now hit the  Button, the system will create 2 new invoices, 1 for each currency.

Please Note: Once you have created an invoice, any further changes to either the invoice or the charges screen will not be synchronised. For example if you add an extra charge to the invoice the Charges screen will not reflect the additional charge.</td><td>Optional</td><td>Blank</td></tr>
</table>

<table>
<tr><th>Field Name</th><th>Description</th><th>Validation</th><th>Default</th></tr>
<tr><td colspan="4">Detail</td></tr>
<tr><td>Code</td><td>This is the Charge Code. You can perform a look up on this field by clicking: The chart of Accounts Masterfile is found in Menu – General Ledger – Chart of Accounts. The Code is set up in Menu Administration – Alpha Codes</td><td>Mandatory</td><td>Blank (if Rates Module inactive)</td></tr>
<tr><td>Description</td><td>This is the Charge Code Description</td><td>N/A</td><td>From Chart of Accounts Masterfile</td></tr>
<tr><td>FXC</td><td>This indicates whether you wish to invoice the customer as a Foreign Currency Invoice. This is only available if the Chart of Accounts Masterfile has FXC Indicator = Yes. The chart of Accounts Masterfile is found in Menu – General Ledger – Chart of Accounts</td><td>N/A</td><td>Blank</td></tr>
<tr><td>PP/Coll</td><td>Indication whether the charge is Prepaid / Collect. This will populate the House Air Way Bill</td><td>N/A</td><td>From Job Registration</td></tr>
<tr><td>Curr</td><td>This is the Currency in which you wish to enter the Amount for. This is only available if the Chart of Accounts Masterfile has FXC Indicator = Yes. The chart of Accounts Masterfile is found in Menu – General Ledger – Chart of Accounts.
This defaults to the House Bill Currency. if the House Bill Currency is FXC, then if the Charge Code has FXC Indicator=Yes then this will default to the Foreign Currency</td><td>N/A</td><td>Blank</td></tr>
<tr><td>FXC Amount</td><td>This is the Foreign Currency Amount. This is available if you have selected a Foreign Currency Code in the above field.

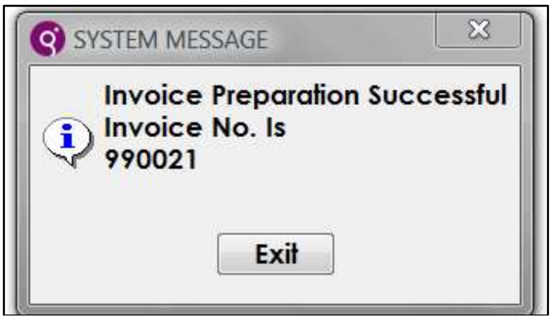
Please Note: If you enter a FXC Amount in and do not check the FXC Indicator, the invoice created will be in NZD.</td><td>N/A</td><td>Blank</td></tr>
<tr><td>Local Amount</td><td>This is the Local Currency Amount.</td><td>N/A</td><td>Blank</td></tr>
<tr><td>GST Amount</td><td>This is the amount of GST. This is a no entry field and for display purposes only</td><td>N/A</td><td>From Amount</td></tr>
<tr><td>Total Amount</td><td>This is the Total Line amount.</td><td>N/A</td><td>Amount + GST Amount (if applicable)</td></tr>
<tr><td>Bill To</td><td>This is the Entity that is being billed. This can be both the Prepaid or Collect Party.
<table>
<tr><th>Code</th><th>Description</th><th>FXC</th><th>P/C</th><th>Cur</th><th>FXC Amount</th><th>Local Amt (AUD)</th><th>GST Amount</th><th>Exp. Cost (AUD)</th><th>Profit Uptake</th><th>Total Amount</th><th>Bill To</th></tr>
<tr><td>FR</td><td>2310 FREIGHT</td><td></td><td>P</td><td>AUD</td><td>0.00</td><td>200.00</td><td>0.00</td><td>50.00</td><td>150.00</td><td>200.00</td><td>DEMCON</td></tr>
<tr><td>CA</td><td>2700 CARTAGE</td><td></td><td>C</td><td>AUD</td><td>0.00</td><td>9999.00</td><td>0.00</td><td>77.00</td><td>9922.00</td><td>9999.00</td><td>SLCTEST</td></tr>
</table>
The above will create 2 invoices, 1 for DEMCON and 1 invoice for SLCTEST</td><td>N/A</td><td>Amount + GST Amount (if applicable)</td></tr>
</table>

Prepare Invoice

Once you are happy with the charges, currencies, and exchange variances (where applicable) you now can prepare the Invoice. Click on the 

button to create an Invoice and corresponding Invoice Number.

Once this has been done you will receive the following message:



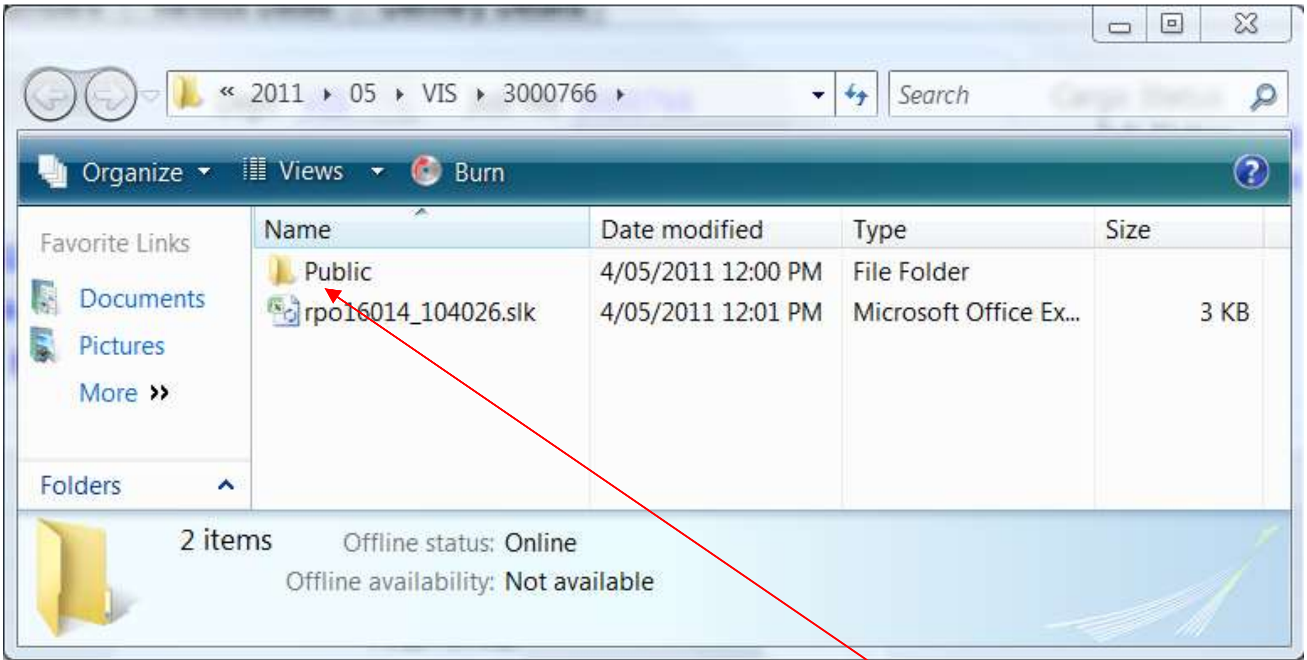
View Invoice

Once you have created the Invoice Number then you can view the invoice in order to modify or print it. This screen can also be accessed via **Main Menu – Debtors – Input Invoices**

Attaching Documents

Expedient allows users to attach any document type including Emails via the Doc's button on the Job Registration Screen:

Once a user clicks on the Doc's button a Windows Explorer window will display and default to the PRIVATE Directory for that Job, see below screen shot:



Documents in the above directory are not viewable by Customers via the Web Portal. If there are documents that users wish Customers to view via the Web Portal, place all documents in the above public Sub-Directory

Print Labels

This option is available from the More Options menu in the Job Registration screen.

Copy Job

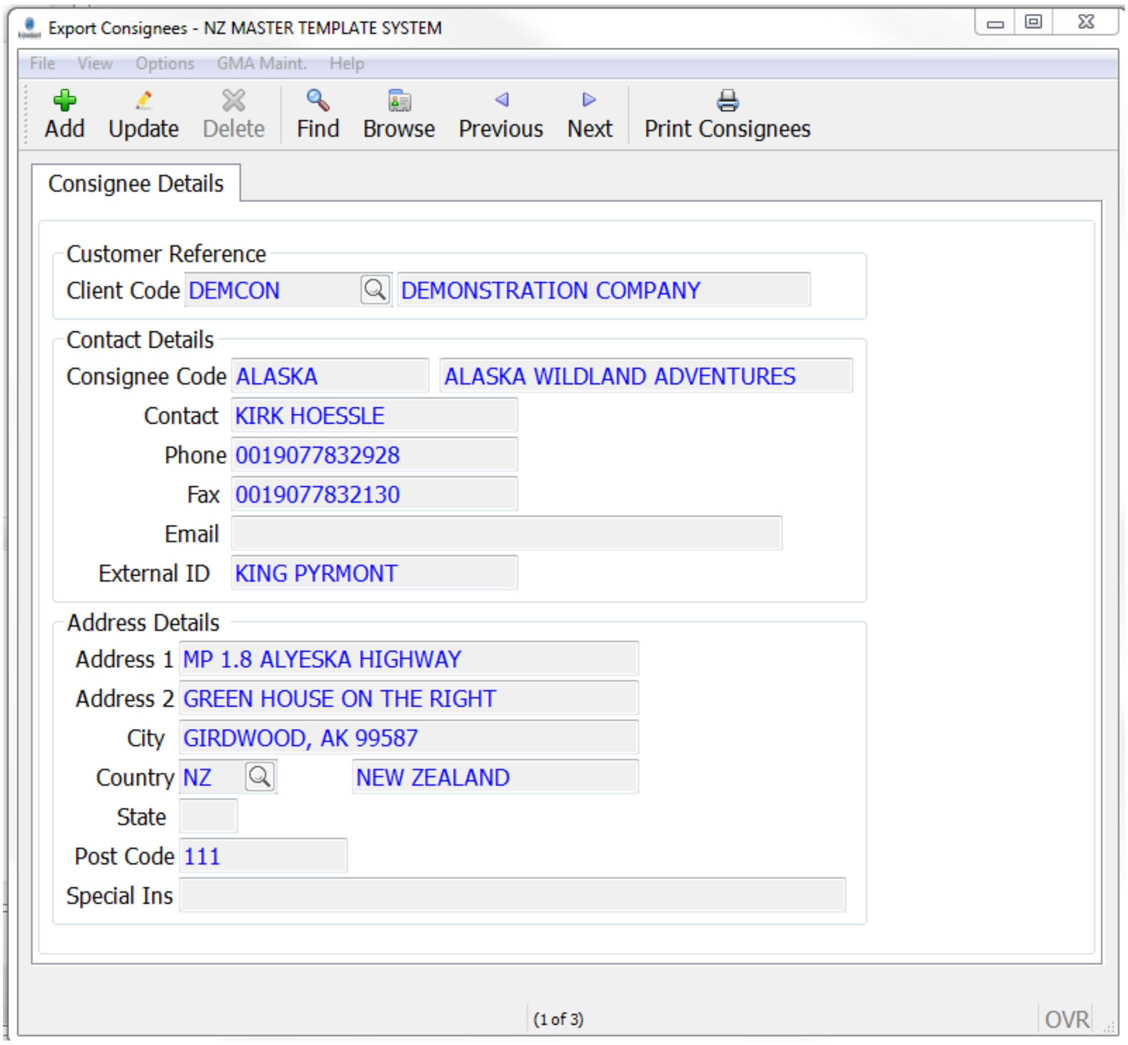
Once users have completed the Job Registration Creation process, the copy job function can be utilised. This is selected via the Options Toolbar – More Options – Copy Job. This copies all of the job information to a new Job Number, **excluding** any Notes, Container, Attachments, and Charges.
This function will also notify the user if they would like to copy the Consol No over at the same time.

Job Milestones

Please refer to the Order Tracking Manual

Export Consignees

The Export Consignees Masterfile is found in the Air Export Forwarding Menu from the Main Menu.



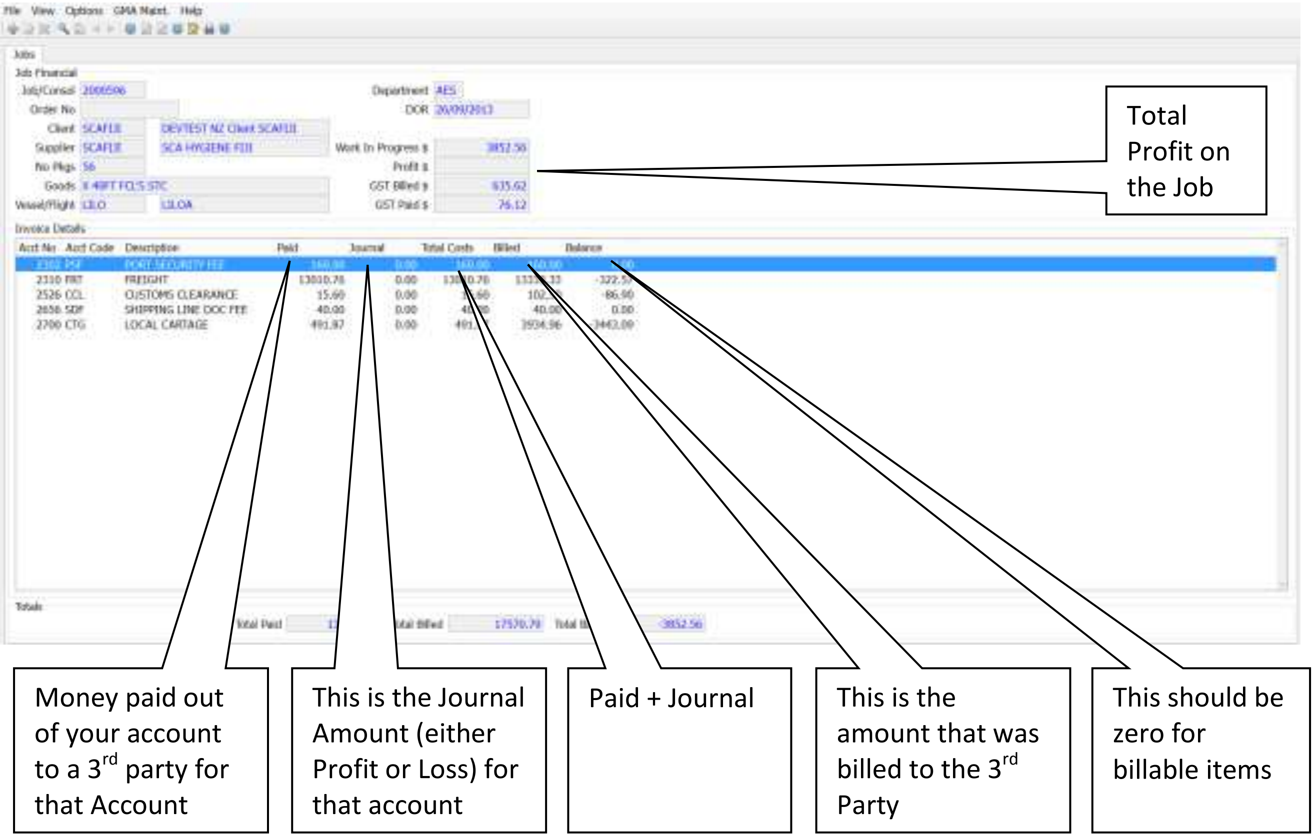
Field Name	Description	Validation	Default
Client code	This is the client code. Use to search the customer list.	Mandatory	Blank
Consignee Code	This is the consignee to be linked to the client. Use to search the customer list.	Mandatory	Blank

Field Name	Description	Validation	Default
Contact	This is the Consignee contact name	Optional	Blank
Phone	This is the Consignee's telephone number	Optional	Blank
Fax	This is the Consignee's fax number	Optional	Blank
Email	This is the Consignee's email address	Optional	Blank
External ID	This is the External ID provided to the Export Consignee	Optional	Blank
Address 1	This is the consignee's first address line	Optional	Blank
Address 2	This is the consignee's second address line	Optional	Blank
City	This is the consignee's city	Optional	Blank
Country	This is the consignee's country	Mandatory	Blank
State	This is the consignee's state	Optional	Blank
Zip	This is the consignee's zip or postcode	Mandatory	Blank
Special Instructions	This is special instructions for the consignee	Optional	Blank

Job Financials

The Job Financial Screen, available from the Job Financials menu, allows users to view all financial transactions of a job. The screen displays Billing Information, Creditors Invoices, Direct Cheques, and Journal (Profit) information.

Once you have selected a Job you will be presented with the following screen. See below:



The Job Financial Screen allows users to view the following additional information:

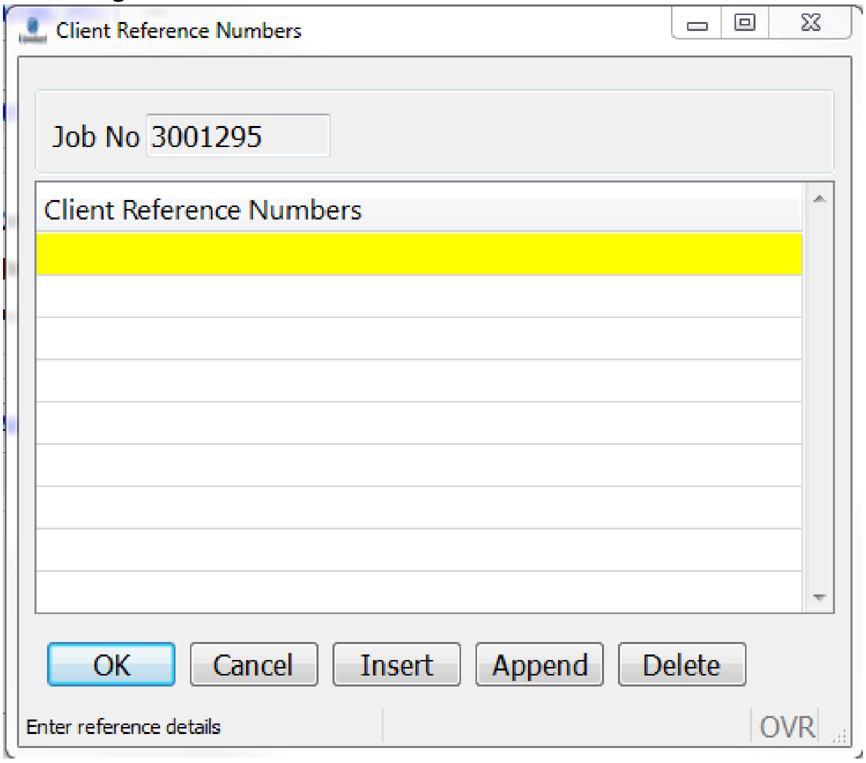
- Billing Information (Invoices)
- Cheque Costs (Direct Cheques)
- Creditor Costs (Creditor Invoices)
- Journals
- Notes

Deleting a Job

This is not a function that users can perform. The GMA recommendation is to alter the customer code to DELJOB (ensure this code is set up in the Customer Masterfile)

Add/View Client Reference numbers

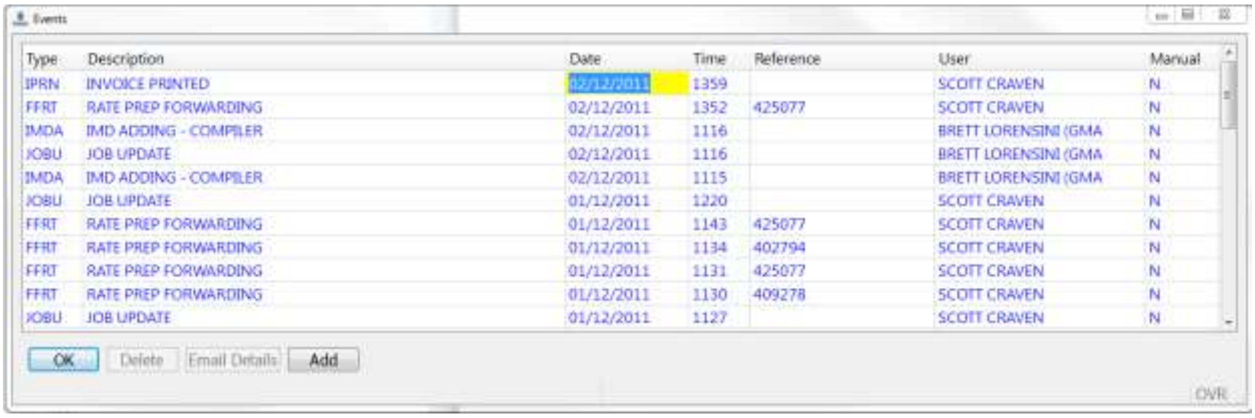
This option allows the addition and update of client reference numbers to a Job. This is available from the Options menu in the Job Registration screen.



Any client reference numbers entered in this screen can be searched for in next option, Find Jobs by Client Reference Number.

Events

This option provides the history of job in date descending order.



Type	Description	Date	Time	Reference	User	Manual
IPRN	INVOICE PRINTED	02/12/2011	1359		SCOTT CRAVEN	N
FFRT	RATE PREP FORWARDING	02/12/2011	1352	425077	SCOTT CRAVEN	N
IMDA	IMD ADDING - COMPILER	02/12/2011	1116		BRETT LORENSINI (GMA	N
JOBU	JOB UPDATE	02/12/2011	1116		BRETT LORENSINI (GMA	N
IMDA	IMD ADDING - COMPILER	02/12/2011	1115		BRETT LORENSINI (GMA	N
JOBU	JOB UPDATE	01/12/2011	1220		SCOTT CRAVEN	N
FFRT	RATE PREP FORWARDING	01/12/2011	1143	425077	SCOTT CRAVEN	N
FFRT	RATE PREP FORWARDING	01/12/2011	1134	402794	SCOTT CRAVEN	N
FFRT	RATE PREP FORWARDING	01/12/2011	1131	425077	SCOTT CRAVEN	N
FFRT	RATE PREP FORWARDING	01/12/2011	1130	409278	SCOTT CRAVEN	N
JOBU	JOB UPDATE	01/12/2011	1127		SCOTT CRAVEN	N

Customs

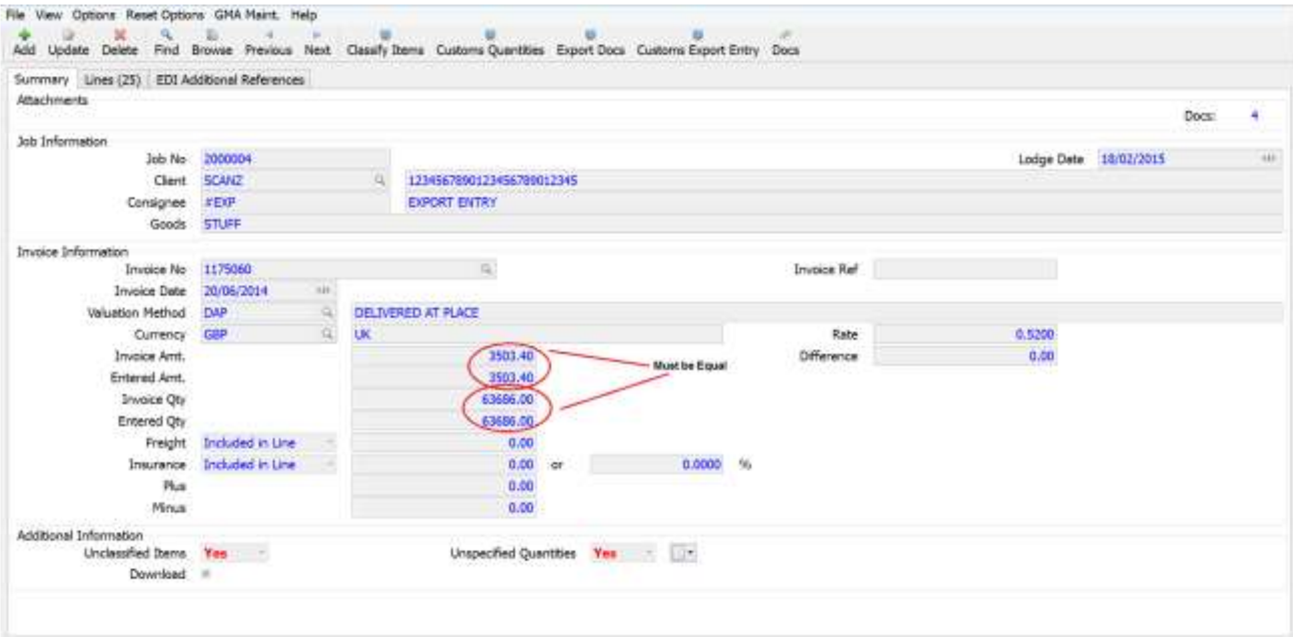
Creating a Shipper's Invoice

After you have created a job, you can create a Shipper's Invoice. This can be performed in 2 ways.
The first method is directly from the Export Job Registration Screen. From this screen ensure you have the job you want to link the Shipper's Invoice to. Click on the Shipper's Invoice button on the Toolbar from this screen.

The second method is via menu: (Air or Sea) Export Forwarding – Shipper Invoice. This option is also available from the Options menu in the Export Job Registration screen.

By clicking the 

button or typing A will place the cursor in the input screen in Add Mode. See below:

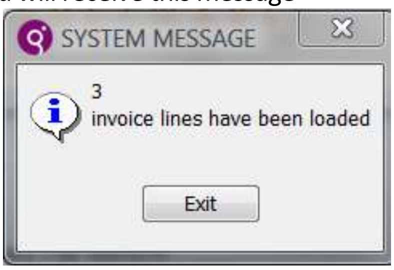
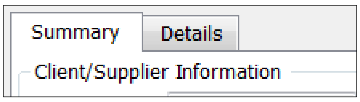


Please Note: If you access this via the Export Forwarding Menu then you will need to input the Job Number in yourself, otherwise if this screen is accessed via the Export Job registration screen, the job number and associated information is automatically populated in Add Mode.

<table>
<tr><th>Field Name</th><th>Description</th><th>Validation</th><th>Default</th></tr>
<tr><td colspan="4">Summary Tab</td></tr>
<tr><td>Job No</td><td>This is the Job Number in which you wish to create the Shipper Invoice for</td><td>Mandatory</td><td>Defaults from Job Registration Screen</td></tr>
<tr><td>Client</td><td>This is the client you wish to create the Shipper Invoice for</td><td>Mandatory</td><td>Defaults from Job Registration Screen</td></tr>
<tr><td>Invoice No</td><td>This is the Shipper Invoice Number. Once this is input, then the Details Tab appears, allowing you to add the shipper invoice lines.

On entering the Shipper Invoice number Expedient will check that the Invoice Number does not already exist for the Shipper and Consignee combination

To load the invoice data automatically, you have 2 options:

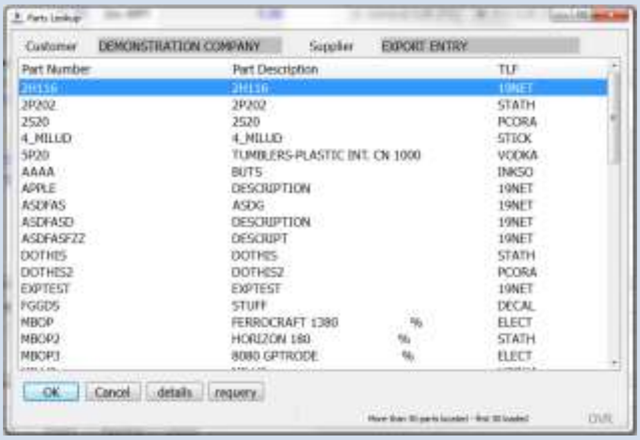
1. Click on the Load File button: 
This will allow you to load a CSV file that you have saved, directly into this screen. For File Formats and Rules please use the Help Facility in the screen.
When you have successfully loaded a CSV or TXT File, you will receive this message

and the Details Tab appears


2. You can email the Shipper's invoice using the CSV file format defined below.
You must ensure that you have added the email address first: expinv@<yourdomain>.com.au
This will then allow you to email and load invoices.
(see the file specification section below)</td><td>Mandatory</td><td>Blank</td></tr>
</table>

Field Name	Description	Validation	Default
Consignee	This defaults to #EXP Export Entry	Mandatory	#EXP
Valuation Method	This is the Method of Valuation. You can click on to look up the related Valuation Methods	Mandatory	Blank
Currency	Entry the Currency in which you received the Shipper's Invoice in.	Mandatory	Blank
Rate	This is the exchange rate used at the time of the Shipper's Invoice received. If a forward cover rate exists for the client valid for 'today's date the forward cover rate will populate this field and 'Forward Cover' will be indicated on the screen.	Mandatory (if not NZD)	Blank or Forward Cover rate from Customer Masterfile
Owner. Ref	This displays from the Export Job Registration	N/A	Blank
Goods	This displays from the Export Job Registration	N/A	Blank
Lodge Date	This is the Date of Lodgment to Customs	N/A	Today
	Invoice Information		
No. Inv Lines	This counts the number of Invoice lines, either entered in the Details Tab manually, or from the CSV/TXT File you have loaded via the Load File button. This is a no entry field and for display purposes only	N/A	actual number of lines
Invoice Date	Date of the Shipper's Invoice. It will become enabled once the Invoice No has been entered.	Optional	Present Date
Invoice Amount	Enter the Total Invoice Dollar Amount. This must equal the Entered Amount to balance the Shipper's Invoice	Mandatory	Blank
Freight	Enter whether the freight amount is included in the lines or separated but in total.	Mandatory	Included in Line
Freight Amount	Enter the Amount in Freight	Optional	0.00
Insurance	Enter whether the insurance amount is included in the lines or separated but in total.	Optional	0.00
Plus	Enter the Total Plus Amount	Optional	0.00
Minus	Enter the Total Minus Amount	Optional	0.00
Entered Amount	This totals the dollar amount entered in the Details Tab. This must equal the Inv Amount. This is a no entry field and for display purposes only. If these are not equal you will receive the below message. You can still save the Shipper's Invoice.	N/A	actual amounts entered

Field Name	Description	Validation	Default
Invoice Qty	Enter the Total Invoice Qty of pieces. This must equal the Entered Qty to balance the Shipper Invoice	Mandatory	Blank
Entered Qty	This total the qty amount entered in the Details Tab. This must equal the Invoice Qty. This is a no entry field and for display purposes only	N/A	actual Qty's entered

Details Tab

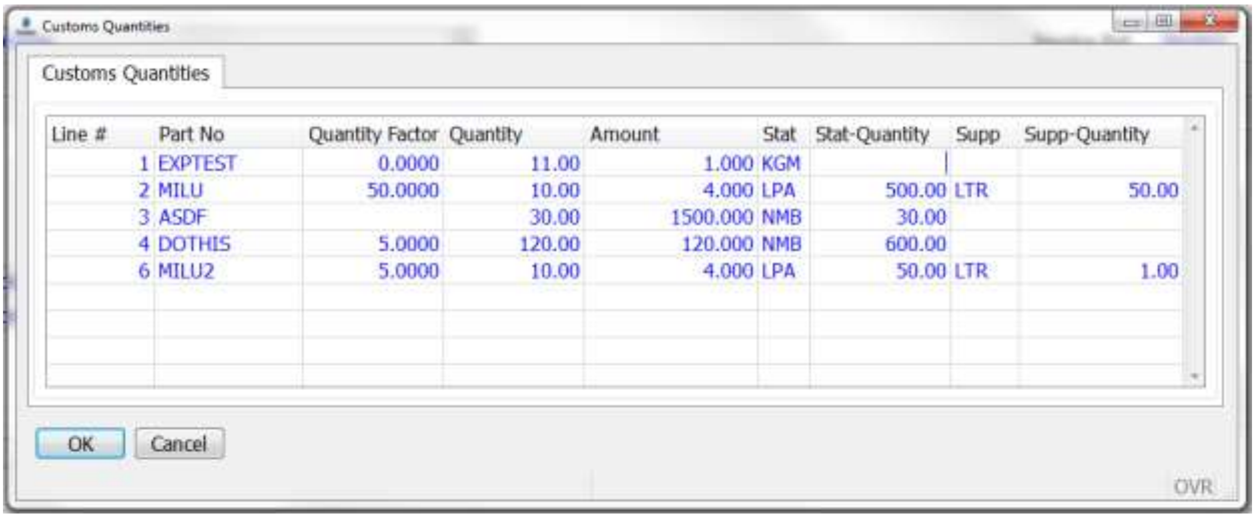
Field Name	Description	Validation	Default
Product Number	This is the Part Number that appears on the Invoice. This will be automatically populated if the Load File button was successful. You can also click on the button to list all Parts on file **(see Menu Customs Clearance – Parts for Masterfile)** for that Shipper and Consignee combination. See below zoom screen:  Select one of the parts that you want to add to the Shippers Invoice Line. **Please Note:** The Re Query Button allows you to perform another search for any parts for that Customer (excludes the Shippers from this selection). Clicking OK will search for all parts for that Customer regardless of Shippers.	N/A	actual Qty's entered
Quantity	This is the Quantity of the part that appears on the invoice line.	Mandatory	Blank
UQ	This is the Unit of Measurement for the Quantity. Click on the button to list the available codes	Optional	Blank
Customs Quantity	This is the quantity submitted to Customs for the Export Entry. Use the Customs Quantity [F8] button to access this column to enter the information or use the Customs Quantities toolbar button to enter the quantity is a separate window.	Conditional on the tariff	Customs Quantity = Amount x Customs Quantity in the Parts Masterfile or Blank
Customs UQ	This is the unit of measurement Customs have requested the value for according to the tariff	Optional	Blank
Supp. Customs Qty	This is the supplementary customs quantity value	Optional	Blank
Supp. Customs UQ	This is the unit of measurement Customs have requested the supplimentary value for according to the tariff	Optional	Blank

Field Name	Description	Validation	Default
Unit Price	This is the unit price for the item. This column is hidden by default in this table	Optional	Blank
Amount	This is the total line amount for the part that appears on the invoice line.	Mandatory	Calculated if the Quantity and Unit Price are entered.
Gross Weight	This is the gross weight value for the invoice line	Optional	Blank
Volume	This is volume for the invoice line	Optional	Blank
TLF	This is the TLF for the Part Number. This is a no entry field. This information is drawn from the Parts Masterfile, TLF information. If the part does not have an associated TLF then this field will display ***** See below TLF ***** If the Part is unclassified you can still save the invoice. Once you have done this you can click on the Classify Button Classify This will allow you to classify the part with the correct TLF Code. See Classifying Parts Section in this document for more information.	Mandatory	Parts / TLF Masterfile
Origin	This information is pulled from the Parts TLF File. These fields are no entry, however if you wish to alter these values for this Shipper's Invoice then click on the General Edit [F6] Button.	Mandatory	Parts/TLF Masterfile
Order Number	This is the Order Number against the part number. This field is no entry, however if you wish to enter a value then click on the P/O Edit [F7] Button.	Conditional	Blank
	Action Buttons		
Docs	This allows the user to attach supporting documents that relate to the Shippers Invoice.		

Entering Customs Quantities

Once you have saved the Shipper's Invoice, if you have added parts whereby the Classification requires extra measurements added to the Parts, for example Kilograms, Square Metres add the details using the Customs Quantities toolbar button in the Shipper's Invoice screen. Clicking on this button will search the TLF and if it doesn't require a number or blank then it will allow you to enter the quantities.

The screen will list all the parts in the Shipper Invoice that requires additional Customs Quantities



Line #	Part No	Quantity Factor	Quantity	Amount	Stat	Stat-Quantity	Supp	Supp-Quantity
1	EXPTEST	0.0000	11.00	1.000	KGM			
2	MILU	50.0000	10.00	4.000	LPA	500.00	LTR	50.00
3	ASDF		30.00	1500.000	NMB	30.00		
4	DOTHIS	5.0000	120.00	120.000	NMB	600.00		
6	MILU2	5.0000	10.00	4.000	LPA	50.00	LTR	1.00

The Stat-Quantity column can be entered to provide the Customs values. If a Quantity Factor has been stored for the part during classification or in the Parts Masterfile the column will calculate the Customs Quantity

Customs Quantity = Part Invoice Amount x Quantity Factor

This value can be updated.

DEFAULT UNSPECIFIED CUSTOMER QUANTITIES

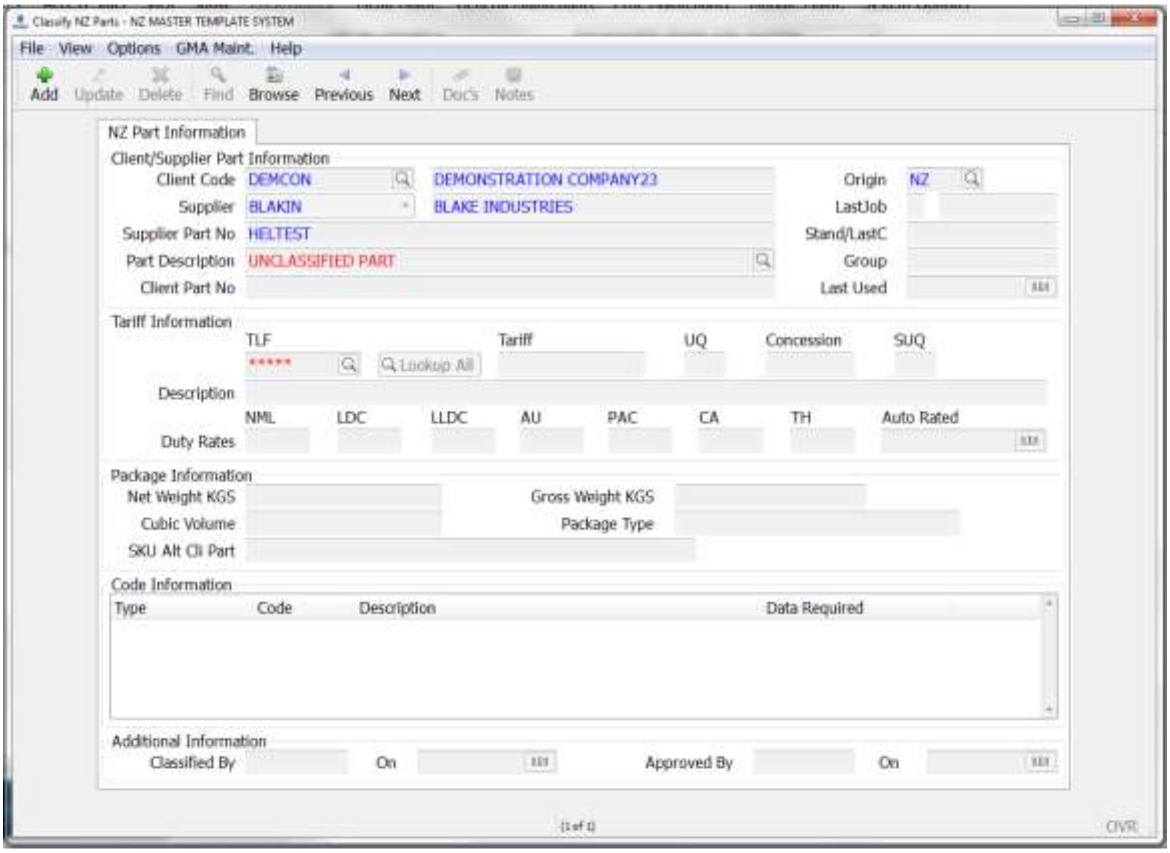
This option is available from the Options menu after pressing the Update tool bar button in the Shippers Invoice screen. The option will copy across the value in the Invoice Quantity column to the Customs Quantity column for the following conditions

1. The Customs Unit of Measurement is **not** 'NMB' and the existing Customs Quantity is either zero or blank or,
2. The Customs Unit of Measurement is 'NMB' and the Customs Quantity is blank

The Customs Quantity window from the Customs Quantities toolbar button will be immediately updated with the new Customs Quantity values

Classify Parts

If you have added parts to the Shipper's Invoice that have not been classified before then you can click on the Classify Button once you have added the Shipper's Invoice. This will then direct you to the below screen. Please note the [1/2] at the bottom of the screen indicates this is the first part of two parts that need to be classified. Use Add to classify the part.



Field Name	Description	Validation	Default
Client Code	This is the Customer Code and Name that is pulled from the Shipper Invoice Screen	Mandatory	Shipper Invoice Screen
Supplier	This is the Supplier Code and Name that is pulled from the Shipper Invoice Screen. This can be updated using the pull down option to 'Export' if the part is supplied by many suppliers.	Mandatory	Shipper Invoice Screen
Supplier Part No	This is the Supplier Part Number, that is pulled from the Shipper Invoice Screen	Mandatory	Shipper Invoice Screen

Field Name	Description	Validation	Default
Part Description	This is the Description of the Part. If this part is not yet classified, then 'UNCLASSIFIED PART' will appear. On Add this will clear and the correct Part Description can be added. Use the  to search for Parts already stored for the Customer and Supplier combination or Requery in the zoom screen to find all Parts for the Customer regardless of Supplier. Please note only the first 300 results will be shown. Filter on a word or part number to improve the search results.	Mandatory	Blank
Client Part No	This is the Client's Part Number. This is what the customer recognises. This prints on Landed Costing	Mandatory	Default to Supplier Part No on tab through if no Client Part No is entered.
Origin	This is the origin country for the Part.	Optional	Origin of the Part from the Supplier Invoice line if the Part is not duplicated with a different Origin country
LastJob	This is the last job number the Part was used on	N/A	System generated
Stand/LastC	This the Customs Value Amount	Numeric Value. Optional	Blank
Group	This is the Product Group for the Part	Optional	Blank
Last Used	This is the date the Part Number was last used	N/A	System Generated

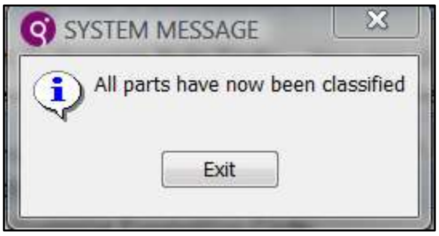
Field Name	Description	Validation	Default
TLF	This is the Tariff List Code. Use [lookup button] to lookup the TLF Masterfile (Menu - Customs Clearance / CMR TLF Maintenance). This screen allows you to search on any number of fields for TLFs associated with the Client Code in the invoice. See below:  Select the TLF, or Click on the Re Query button to search for all TLFs regardless of the Client code. Please note only the first 300 results will be returned in a search. Use filters on words and codes to return better results.	Mandatory	Blank
Lookup All	This is a zoom on all TLFs regardless of Client Code. Filter on words and codes to return useful search results. Please note only the first 300 results will be shown.	N/A	N/A
Tariff	This is a view only of the NZ Customs Tariff Code associated with the TLF	N/A	N/A
UQ	This is a view only of the Unit of Quantity as advised by NZ Customs each night for the Tariff code	N/A	System Generated
Concession	This is a view only of the Concession code as advised by NZ Customs each night for the Tariff code	N/A	System Generated
SUQ	This is a view only of the Secondary Unit of Quantity as advised by NZ Customs each night for the Tariff code	N/A	System Generated
Description	This is a view only of the full description of the TLF Code selected in the previous column	N/A	TLF Maintenannce
Duty Rates	These are a view only of the Duty Rates advised by NZ Customs each night for the Tariff Code	N/A	NZ Customs
Auto Rated	This indicates the date of the last auto-rating for this Part	N/A	System Generated
Net Weight KGS	This is the value for the net weight of the part in kilograms	Numeric. Optional	Blank
Gross Weight KGS	This is the value for the gross weight of the part in kilograms	Numeric. Optional	Blank
Cubic Volume	This is the value for the volume of the part	Numeric. Optional	Blank

Field Name	Description	Validation	Default
Package Type	This is the type of package for the part	Optional	Blank
SKU Alt Cli Part	This is the alternative Client Part reference	Optional	Blank
Quantity Factor	This is the quantity factor for the part and is used to automatically calculate the Customs Quantities in the Shipper Invoice when the Part is used	Optional	Blank
Code Information	If your site has elected to save Codes information at Part Level the information can be entered in the Classify screen. Select a Type, Code and Description from the pull down options. Enter additional Data if required. Codes entered in this screen will populate the Shipper Invoice line. Conversely Codes information added to the Shipper Invoice line for the unclassified part will automatically populate the Classification screen. Delete any Codes information if this is not required to be stored permanently against the Part.	Optional	Code Information entered for the Invoice Line
Classified By	This shows the username of the user who classified the part	N/A	System Generated
Classified On	This indicates when the part was classified	N/A	System Generated
Approved By	This shows the username of the user who approved the classification	N/A	System Generated
Approved On	This indicates when the part classification was approved	N/A	System Generated

Once you have entered the relevant information click OK to classify all the parts where a Client Part, Description and TLF Code have been entered.

If the Part appears several times in the invoice with the same Origin Country and Codes information the Part, once classified, will update all the Invoices lines for the same part.

Once you have classified all parts, the system will display the following, and return you to the Shipper Invoice Screen.



Use the Browse button to view, and output to CSV, all unclassified parts on the invoice in one screen. Any modifications that are applied by the user in the Browse window (remove or reposition column headings) will be shown in the output to CSV.

Load File Feature

You are able to load a CSV file or a text file from your desktop directly into the Shippers Invoice screen, as long as the data conforms to the required format documented below.

To use this feature: Add the Shippers Invoice and then enter the job no. Once you are in the Invoice No field you can click on the Load File button that appears on the lower area of the screen. You can then browse to the required file (.CSV or .TXT) and click on the Open button. The file will then be read into the screen line by line. If the program detects an error you will get a message explaining the problem, **however no further lines of the file will be processed after this error** (i.e. there are 10 invoice lines in the file, but the system detects a problem on line 5, only the first 4 lines will be loaded). If errors are detected you will probably want to cancel the invoice you are adding, fix the errors in the file, and then start the load process again.

The file format must be:
-A comma separated values (.csv) file (easily created in Microsoft Excel) **OR** a pipe (|) delimited text (.txt) file, see the following examples.

The data must be in the following order:

Column	Description	Validation	Field Format
A	Invoice Number	Mandatory	General
B	Part Number	Mandatory	General
C	Quantity	Mandatory	General
D	Amount	Mandatory	General
E	Order Number	Optional	General
F	Currency	Mandatory	General
G	Country of Origin	Optional	General

RULES:
1. The Country of Origin, if provided, must be in two digit ISO format (i.e.: CN for China).
2. The file must contain one invoice line per file line.
3. The file must not contain column headings.
4. Quantity and Amount fields must contain only numbers or decimal point (no dollar signs).
5. The file must contain only ONE Shippers Invoice.
6. Each Invoice line must be in the same currency.
7. Case is not important; the system will convert all values to Upper Case.

Some file examples:
(pipe delimited text file)
INV_NO02|PART_NO1|10.5|100.1||AUD
INV_NO02|part_no2|10|150|order1|AUD|US
INV_NO02|part_no3|30|30.30||AUD|cn
(note line 1 contains no optional data, line 2 contains optional data item Order No, Origin, whereas line 3 contains only Origin optional data)
(the same file above but this time comma separated values CSV)
"INV_NO02","PART_NO1",10.5,100.1,,"AUD"
"INV_NO02","part_no2",10,150,"order1","AUD","US"
"INV_NO02","part_no3",30,30.30,,"AUD","cn"

Email File Feature
You can email the Shipper's Invoice using the CSV file format.
Firstly ensure you have an email address setup to accept these files: expinv@<yourdomain>.com.au

The file needs to be CSV format, NOT Excel, txt, doc, etc. Only the specified fields can be used.

The order must be:

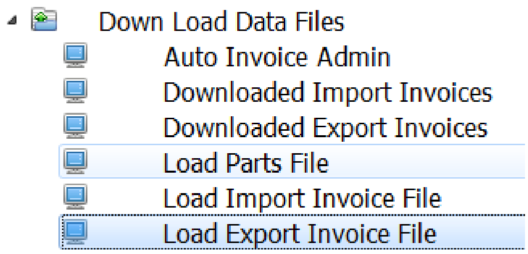
Column	Description	Validation
A	Client Code	Mandatory
B	Invoice Number	Mandatory
C	Part Number	Mandatory
D	Part Description	Optional
E	Qty	Mandatory
F	Unit Price	Conditional: Mandatory if Line Amount is not in the file
G	Line Amount	Conditional: Mandatory if Unit Price is not in the file
H	Order Number	Optional
I	Currency	Optional
J	Country	Optional
K	Gross Weight	Mandatory

The file needs to be CSV format, NOT Excel, txt, or doc. Only the specified fields can be used.
If something is not valid, the user will get an email from the system detailing what line produced the error and which column was at fault. Please allow up to 30 minutes for file to process. An email will be sent to the sender after the file has been successfully completed or if there were errors in loading the data.

Please allow up to 30 minutes for file to process. An email will be sent after load to the sender.

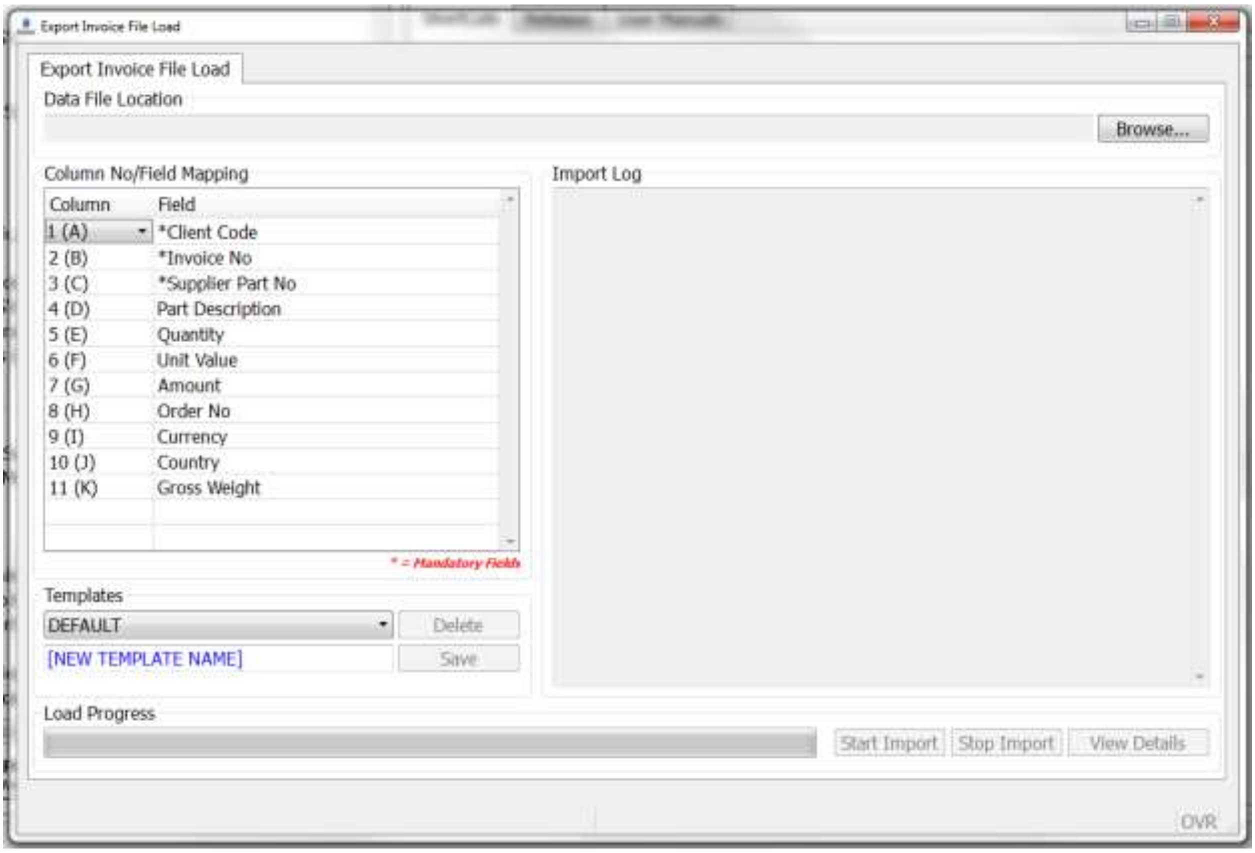
Load Export Invoice File

You are able to load a CSV file or a text file from your desktop directly into Expedient using the Down Load Date Files>Load Export Invoice File feature.



This option allows you to load a file that contains more than one invoice number for the same client.

The format for the CSV file is configured in this screen. Select a pre-existing template for the load file or create a new template. The templates must include all the mandatory columns, which are indicated with a '*' in the name. The columns can be in any order.



Field Name	Description	Validation	Default
Data File Location	User the Browse button to locate the file in your system	Mandatory	Blank
Column	This indicates where the column is found in the file. Select from the pull down list.	Mandatory	Blank
Field	This is the information contained in the column. Select a column from the pull down list. '*' indicates that the column must be included in the file template.	Mandatory	Blank
Templates	This is the list of available templates. If you want to set up a new template enter the name of the new template in the field below and Save. Use Delete to remove unwanted templates.	Mandatory	Default

You can then browse to the required CSV file and click on the Start Import button. The file will then be read into the screen line by line. If the program detects an error you will get a message explaining the problem, **however no further lines of the file will be processed after this error** (i.e. there are 10 invoice lines in the file, but the system detects a problem on line 5, only the first 4 lines will be loaded). If errors are detected you will probably want to cancel the invoice you are adding, fix the errors in the file, and then start the load process again.

The Import Log will display a summary of the details loaded. Use View Details to see more in depth information.

RULES:
The Country, if provided, must be in two digit ISO format (i.e.: CN for China)

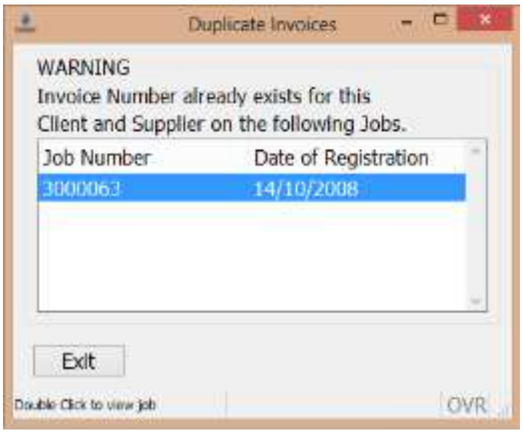
- The file must contain one invoice line per file line.
- Quantity and Amount fields must contain only numbers or decimal point (no dollar signs).
- Each Invoice line must be in the same currency.
- Case is not important; the system will convert all values to Upper Case.

Copy Shipper's Invoice

This function allows users to copy a Shippers Invoice from one job to another job no.
Users can only copy the shippers invoice to a job for the same Customer code and the invoice number must not already exist against the new job no.

WARNING MESSAGE

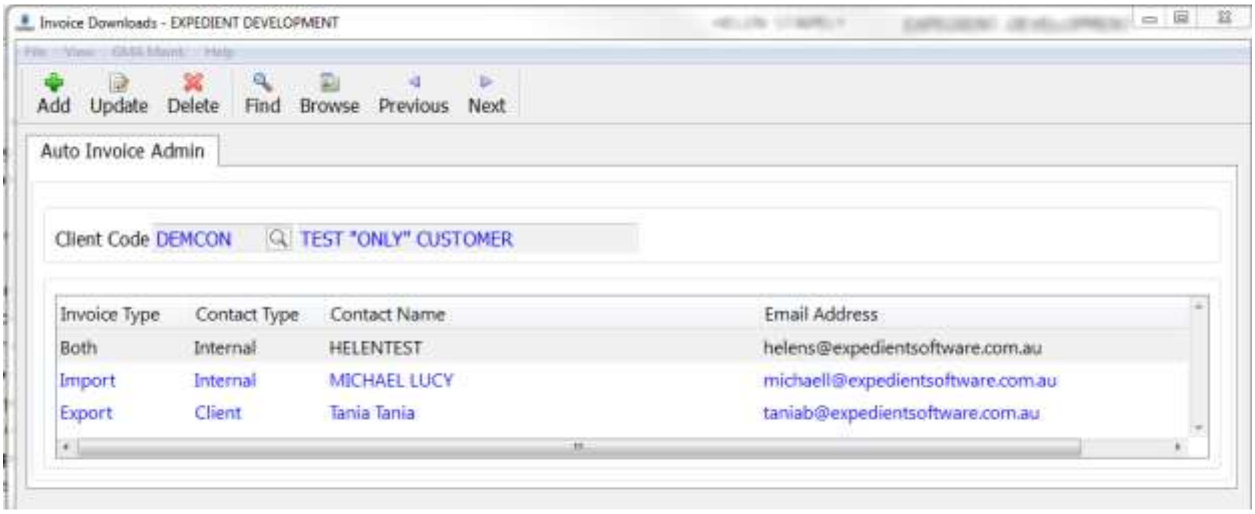
The following warning message is shown when the same Customer/Supplier and Invoice Number is used on a different Job.



Auto Invoice Admin

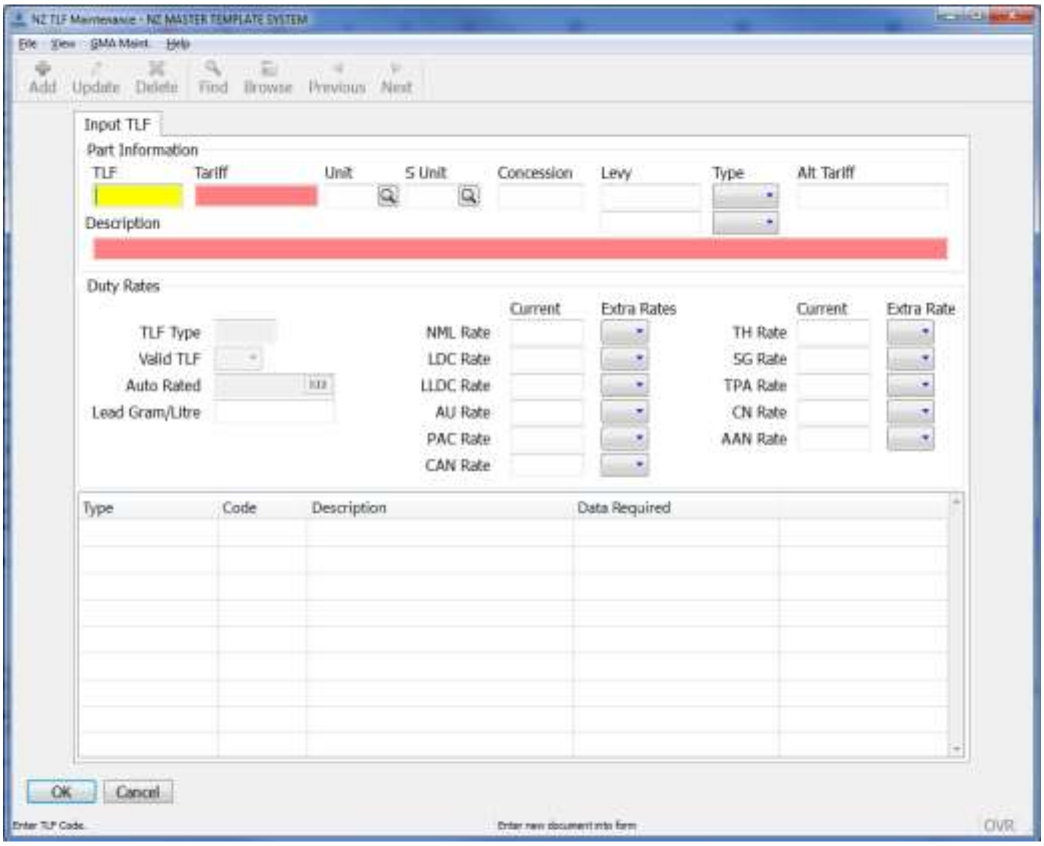
This function allows users to maintain contacts for invoices that are automatically imported. This option is available in the Sundry folder in Down Load Data Files and from Administration>Corporate Interface>Inbound.

Select the client code and set up the invoice type, contact type, contact names and email addresses at the contact and within your company. These contacts will be automatically sent an email alerts when invoices are imported from the selected company.



Creating TLF's

TLF's are used as short codes, storing information such as Tariff, Stat, and Treatment Code. This allows users to save time in data entry and when changing TLF information. This is accessed via the **Main Menu** select **Customs Clearance/Tariff Class, TLF Maintenance function**



Field Name	Description	Validation	Default
TLF	This is the Tariff Line File. This is a unique number. This cannot be updated after the TLF has been created.	Mandatory	Blank
Tariff	The eight-digit tariff classification applicable to the goods being entered, as specified in Schedule 3 of the Australian Customs Tariff.	Optional	Blank
Unit	This is the statistical unit	Optional	Blank
S Unit	This is the Supplementary unit	Optional	Blank
Concession	This is the Concession Code	Optional	Blank
Levy	This is the Levy Amount	Optional	Blank
Type	This is the type of Levy	Optional	Blank
Alt Tariff	This is the Alternative Tariff Code	Optional	Blank
Description	This is the TLF Description	Mandatory	Blank
Current Rate	This is the current financial Rate	Optional	Blank
Extra Rates	Further Duty Rate Calculations	Optional	Yes
Type	This is the TLF Code Type	Optional	Blank
Code	This is the Other Informational Code	Optional	Blank
Data Required	Enter any further information / Permit Number	Optional	Blank

Creating Parts

There are 2 ways to add parts, manually or via a download feature.

Automatic Parts Download

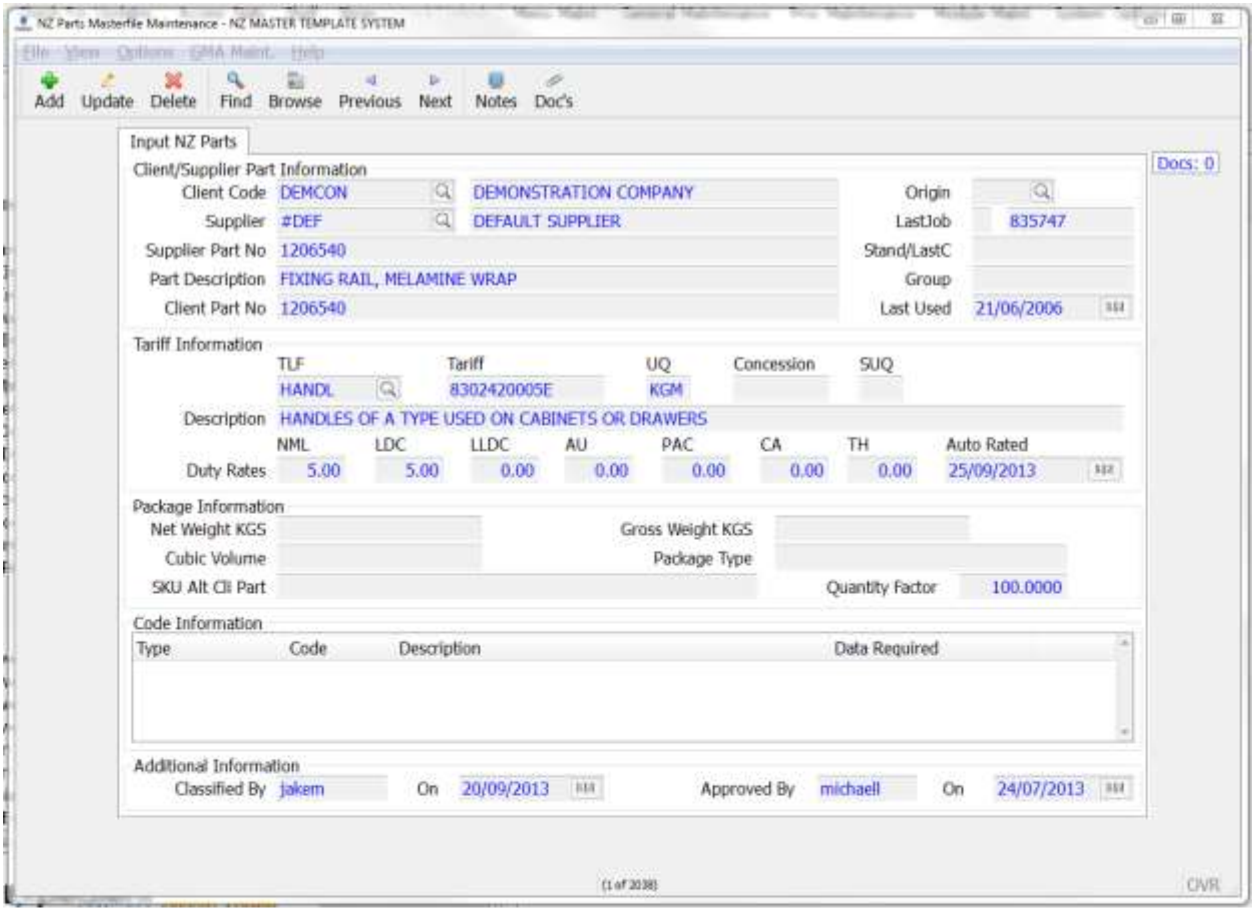
If you have a Parts File, you can upload this file via menu **Download Data Files / Load Parts File.**

A	Client Code	Mandatory	This field can be added once the client sends the file to you. Column inserts into the Client Id Field
B	Supplier Code	Mandatory	This field can be added once the client sends the file to you. Column inserts into the Supplier Id **Please Note:** if you wish to add parts that are available to view for that customer for all supplier for that customer use #DEF in this field
C	Supplier Part Number	Mandatory	This is a mandatory field and should be completed by the client. Sup. Part No.
D	Part Description	Non Mandatory	This is not a mandatory field but the column is needed for the processing to complete successfully
E	Client Part Number	Non Mandatory	This is not a mandatory field but the column is needed for the processing to complete successfully
F	TLF	Non Mandatory	This is not a mandatory field but the column is

			needed for the processing to complete successfully
G	Country Code	Non Mandatory	This is not a mandatory field but the column is needed for the processing to complete successfully
H	Preference	Non Mandatory	This is not a mandatory field but the column is needed for the processing to complete successfully

Example file:
DEMCON,1004,8954,MOUSEPAD-LENTICULAR,400,0917J,TW,N

Manual Parts Add
Manually adding Parts to the Expedient System is performed via menu **Customs Clearance/Tariff Class –Parts.** By clicking the Add button or typing A will place the cursor in the input screen in Add Mode. See below:



Field Name	Description	Validation	Default
Client Code	This is the Customer Code. You can click on the to lookup the Customer Masterfile.	Mandatory	Blank
Supplier	This is the Supplier Code. You can click on the to lookup the Supplier Masterfile.	Mandatory	Blank
Origin	This is the Country of Part Origin. You can click on the to lookup the valid country codes	Optional	Blank

Field Name	Description	Validation	Default
Last Job	This is the job number the part was last included on a supplier invoice for.	N/A	System Generated
Stand/LastC	This is the value of the last Customs Amount	Optional	Blank
Group	This indicates the Product Group the part belongs to	Optional	Blank
Last Used	This is the date the Part number was last used	N/A	System Generated
Supplier Part No	This is the Supplier's Part Number	Mandatory	Blank
Part Description	This is the description of the part	Mandatory	Blank
Client Part No	This is the Client's Part Number. This prints on Landed Costing	Mandatory	Blank
	Tariff Information		
TLF	This is the TLF that you wish to associate with this part. All other fields in this section relate to the TLF. See the TLF Screen for further details on each field 'INVALID' will show next to the TLF field if the TLF is no longer valid or if the part is allocated to a TLF that no longer exists in the TLF Masterfile	Mandatory	Blank
Tariff	This is the Tariff the TLF is associated with	N/A	TLF Maintenance
UQ	This is the Unit of Quantity for the Tariff	N/A	TLF Maintenance
Concession	This is the concession code for the Tariff	N/A	TLF Maintenance
Description	This is the text description of the TLF	N/A	TLF Maintenance
Duty Rates	These are the various duty rates advised by NX Customs for the tariff	N/A	NZ Customs
Net Weight KGS	This is the net weight in Kilograms stored for the Part	Optional	Blank
Gross Weight KGS	This is the gross weight in Kilograms stored for the Part	Optional	Blank
Cubic Volume	This is the cubic volume stored for the Part	Optional	Blank

Field Name	Description	Validation	Default
Package Type	This is the type of packing used for the Part	Optional	Blank
SKU Alt Cli Part	This is the alternative reference for the part the client may use	Optional	Blank
Quantity Factor	This is the quantity factor for the part and is used to automatically calculate the Customs Quantities in the Shipper Invoice when the Part is used	Optional	Blank
Code Information	This table shows details held against the Part. Select the Type and Code from the pull down lists in the columns. Enter additional information in the Data Required column dependant on the Type and Code selected.	Optional	Blank
Classified by	This is the user who classified this part	Optional	Blank
On	This is the date the part was classified	Optional	Blank
Approved By	This is the user who approved the classification of the part	Optional	Blank
On	This is the date the part was approved	Optional	Blank

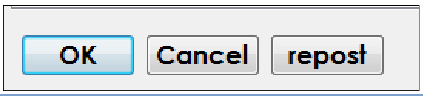
Creating Export Customs Entry

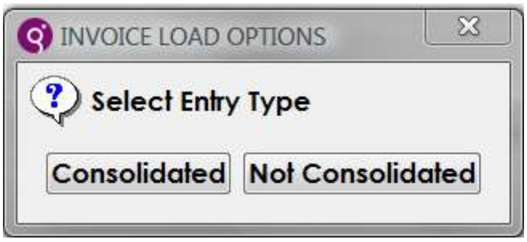
The Customs Entry can be created from the Export Job Registration Screen (via Customs Entry Button) or via Menu **(Air or Sea) Export Forwarding – Customs Export Entry.** This option is also available from the Option menu in the Export Job Registration screen. Where the Customs Entry screen is selected from the toolbar button in the Export Job Registration screen Expedient will check that and ECI Entry has not already been created.

CUSTOMS ENTRY HEADER TAB

<table>
<tr><th>Field Name</th><th>Description</th><th>Validation</th><th>Default</th></tr>
<tr><td colspan="4">Entry Header</td></tr>
<tr><td>Job No</td><td>This is the Job Number. This automatically populates if you have entered this screen via the Job Registration screen. If you have accessed this screen via the Customs Clearance / Tariff Class. Menu then you will need to enter a valid Job Number.

Once you have input a job number, the system will then search for any Shipper Invoices that exist in Menu – Export Forwarding – Shipper's Invoice for that Job Number. If found then it will load all of the Invoices for that Job Number (even multiple shipper's).

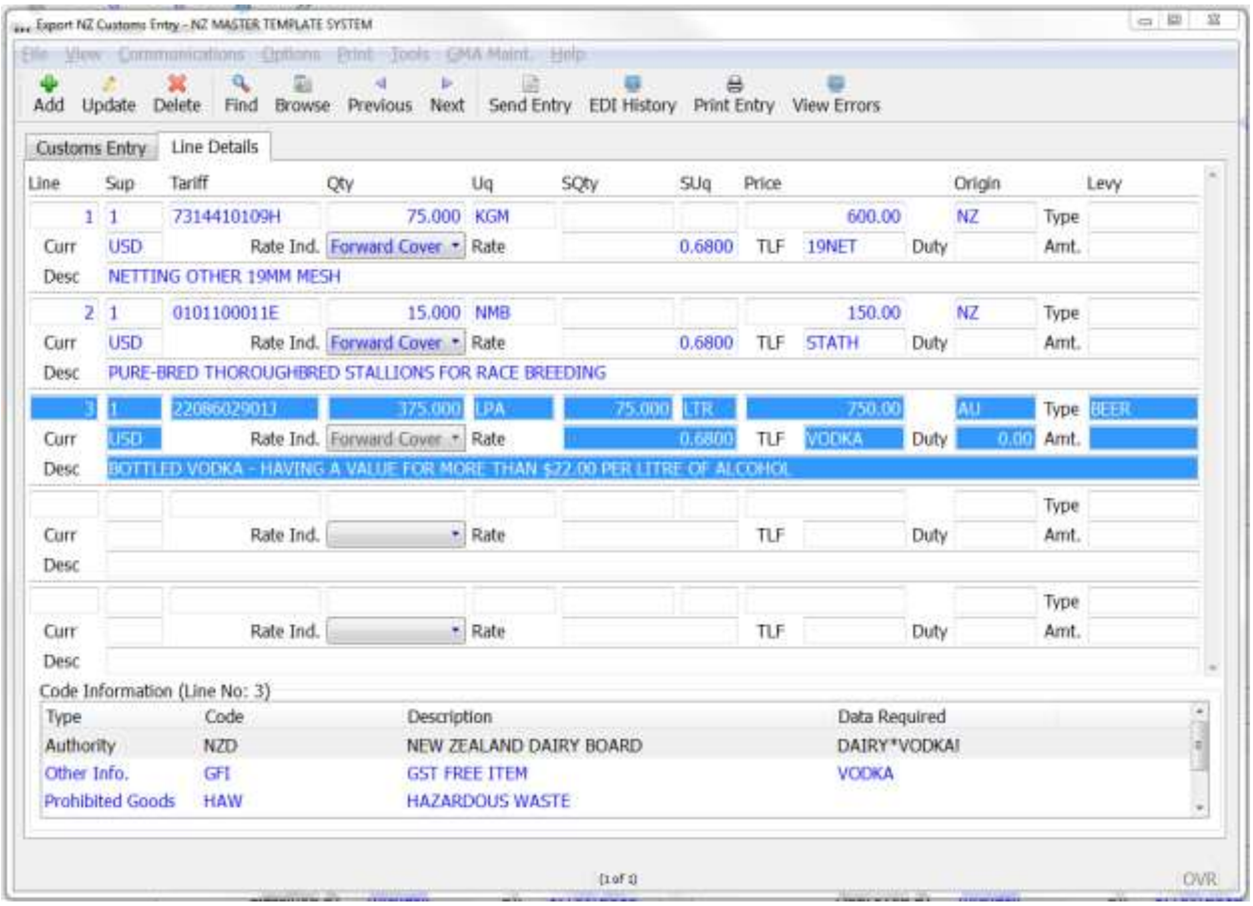
If have added a Shipper's Invoice whilst adding the Customs Export Entry, click on the Repost button. This will perform another search. See button:
</td><td>Mandatory</td><td>Job Registration</td></tr>
<tr><td>Entry Type</td><td>This is the Entry Type. This automatically sets a value e based on the Job Number that is selected. You can also click on the  to display the following Entry Types:
</td><td>Mandatory</td><td>Job Registration</td></tr>
</table>

Field Name	Description	Validation	Default
Entry Type	After the Entry Type has been selected. A Pop Up Message displays, see below:  **Consolidated:** Selecting this groups the like TLF's, Origin and Preference onto a single line on the Customs Entry **Non-Consolidated:** Selecting this keeps each line separated on the Customs Export Entry	Mandatory	Consolidated
Override	This indicates if the Customs Entry will be sent direct to the NZ Customs Audit team . Comments must be provided if this flag is set to Yes.	Mandatory	Blank
Header Codes	This defines whether the entry contains any permit authorities or Other Information Codes. Go to Options>Update Header Codes to view, add and update the Header Codes. A Security Partner Code entered for the Exporter will automatically be added to the Header Code.	Mandatory	Blank
Entry Date	This is the date the entry was created	Mandatory	Blank
Customs Code	This is the Customers Customs ID from the Customer Masterfile	Mandatory	Customer Masterfile
Completion Entry No	This is the Completion Entry Number	Conditional	Blank
Lodge Port	This is the Port of Lodgement for the Export Entry. You can click on to display the list of ISO Ports.	Mandatory	General
Delivery Auth Code	This is the Delivery Authority code	Optional	Blank
Discharge Port	This is the Port of Discharge for the Export Entry. You can click on to display the list of ISO Ports.	Mandatory	General
Flight Number	This field is shown for Air Exports only. This is the flight number from the Job Registration screen. It can be updated to match NZ Customs Flight Numbers where these are different to the IATA flight number. This field will default to 'PER AIR' if the Export Entry Type is Periodic (46) and the mode is AIR.	Mandatory	Export Air Job Registration Flight Number 1
Inv Hdr Total	This the Invoice Total of the Goods in FXC	Optional	Blank
Line Total	This is the Value of the goods	Optional	Blank
Duty	This is the total amount of Duty for Draw back	Optional	Blank

Field Name	Description	Validation	Default
Sep Ins Frght	This is the amount of Separate Insurance and Freight	Optional	Blank

CUSTOMS ENTRY LINES TAB

Below are the Lines of the Customs Entry Screen:

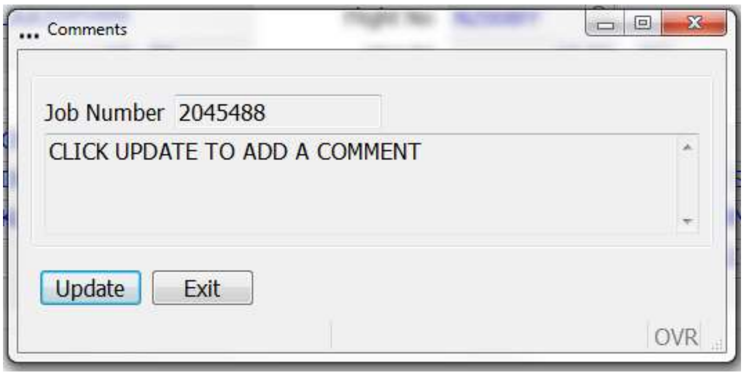


Field Name	Description	Validation	Default
	Line Details		
Tariff	The eight-digit tariff classification applicable to the goods being entered	Mandatory	TLF Masterfile from Part
Qty	This is the Quantity of the Parts on the Supplier's Invoice This value is used to Calculate the Levy payable if required by Customs.	Conditional	Supplier's Invoice
Uq	This is the Unit Quantity of the Quantity for Customs purposes.	Conditional	Supplier's Invoice
SQty	This is the Supplementary Quantity of the Parts on the Supplier's Invoice. This Code is used to indicate that there are additional Levies required to be paid for the commodity.	Optional	Supplier's Invoice

Field Name	Description	Validation	Default
SUq	This is the Supplementary Unit Quantity of the Supplementary Quantity for Customs purposes.	Conditional	Supplier's Invoice
Price	This is the Price of the Parts on the Supplier's Invoice	Optional	Supplier's Invoice
Origin	This is the Country of Origin	Mandatory	Supplier's Masterfile
Type	Type of Levy Charge.	Optional	TLF Masterfile
Curr	Currency for the Tariff line price.	Conditional	Shipper's Invoice
Rate Ind.	This field indicates how the rate is applied. If the Entry has not been submitted and the Exporter has a valid forward cover rate for 'today' stored in the Customer Masterfile for the Currency the Rate Indicator will show 'Forward Cover'.	N/A	Conditional on Currency
Rate	Exchange rate or the Forward Cover rate for the Currency selected.	N/A	Conditional on Currency
TLF	This is TLF linked to the Supplier Invoice Part. This record is used to fill the Tariff Header detail for the line.	Conditional	TLF Masterfile from Part
Duty	The amount of duty (Transport of Goods) that is applied in NZD.	Optional	N/A
Amount	Levy amount for the Drawback. This amount is applied in NZD. NOTE: This field will become enabled if Entry Type = 41 (Drawback) and the Type field has a Levy Type.	Optional	N/A
Desc	This is the Commodity Description to be sent to Customs	Mandatory	TLF Masterfile from Part

ADDING COMMENTS

Comments can be added to an Entry before submission by using the Comments option in the Options menu.



Text added here will be included in the Entry submitted to Customs.

Customs Entry Submission Process

PREPARE ENTRY

This option prepares the Entry for submission to Customs and required to be run prior to the Customs Entry print process.

Items include:

- Validation that Mandatory fields are entered.
- All Tariff details are calculated.
- Validation that the Exchange Rate or Forward Cover rate is valid for the date of submission

Note: The Fee is not calculated at this time. The Fees paid/payable are calculated when the Customs Entry has returned from Customs. *

* The resulting total value is displayed in the Additional Information area of the Customs Entry screen.

SUBMIT ENTRY

This option lodges the Entry with Customs. This function also is prompted on successful preparation of the Entry.

The Entry preparation process will activate in the event that the system determines the entry is not current. This is determined from the Submission status have a value of N,M, or W.

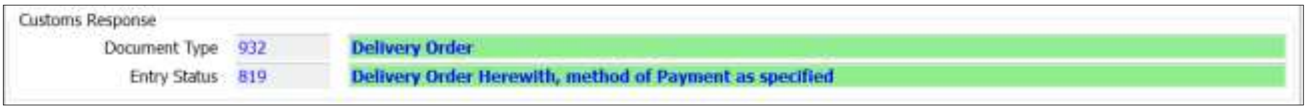
The Submission Status will display the Communication status to / from Customs.

Possible values are:

Code	Description
N	Not Submitted
B	*Being Submitted
F	FAILED
I	FAILED Replacement
S	Successful
M	Successful - Modified
P	Prepared
R	Re-Prepared
C	Cancelled

A	Awaiting Clearance
W	Awaiting - Modified

In addition to the Submission status there are two Customs Response Status return from Customs.



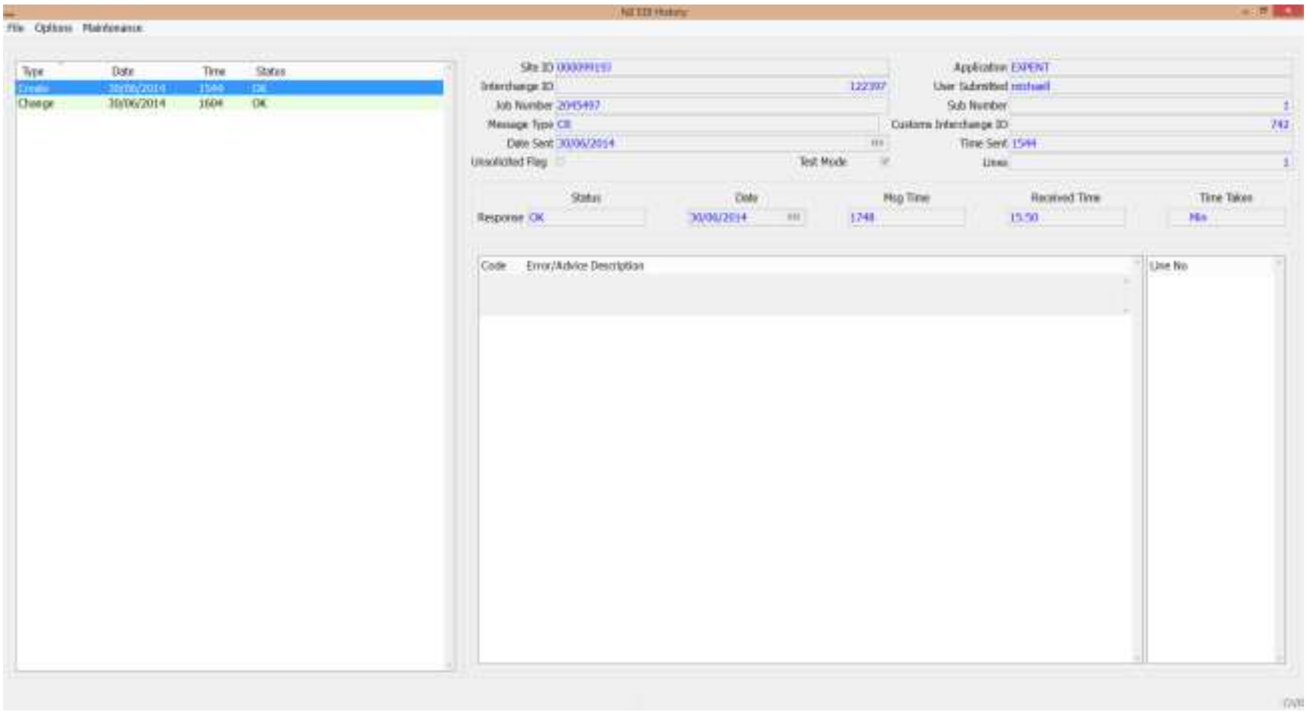
POSSIBLE ENTRY STATUSES

Code	Description	Colour Code
801	**Entry rejected**	**RED**
802	**Entry routed to Inspections Evaluation - Please await requirements**	**YELLOW**
803	**Entry routed to Inspections Planner - Please Arrange Exam**	**YELLOW**
804	**Entry routed to Document Verification - Documents required as specified**	**YELLOW**
805	**Entry held, instructions as specified**	**RED**
806	**Permits require sighting - Documents required as specified**	**YELLOW**
807	**Trust Delivery already given, method of payment as specified**	**GREEN**
809	**Delivery Order sent to recipient, method of payment as specified**	**GREEN**
810	**Delivery Order sent to recipient, method of payment as specified - Please note warnings, correct if necessary**	**GREEN**
814	**Entry cancelled**	**GREY**
815	**Entry restored**	**YELLOW**
816	**Deposit may be uplifted, method of payment as specified**	**YELLOW**
819	**Delivery Order Herewith, method of Payment as specified**	**GREEN**
822	**Entry Cleared, cash to pay prior to delivery**	**GREEN**
825	**Delivery Order Herewith, method of payment as specified - Entry routed to Document Audit**	**GREEN**
826	**Entry cleared, cash to pay prior to delivery - Entry routed to Document Audit**	**GREEN**
830	**Adjustment accepted**	**GREEN**
831	**Entry adjusted by Customs, reasons as specified**	**YELLOW**
832	**Refund Approved, amount as specified**	**GREEN**
833	**Short payment due, amount and due date as specified**	**YELLOW**
834	**Import goods cleared, container can moved from Customs Controlled Area**	**GREEN**
835	**Delivery Order Herewith, method of payment as specified - Please note warnings, correct if necessary**	**GREEN**
836	**Entry cleared, cash to pay prior to delivery - Please note warnings, correct if necessary**	**GREEN**
837	**Adjustment has placed entry in error state**	**RED**
838	**Delivery Order sent to recipient, method of payment as specified - Entry routed to Document Audit**	**GREEN**
839	**Entry routed for Audit - Please provide documents as specified**	**YELLOW**
840	**Entry Rejected, reasons as specified**	**RED**
845	**Transaction Accepted**	**GREEN**
846	**Export goods cleared, container can moved from Customs Controlled Area**	**GREEN**
454	**Credit Advice(i.e. Refund)**	**YELLOW**
456	**Debit Advice(i.e. Short Payment)**	**RED**
830	**Export Entry**	

Status	Description	
914	**Excise Entry**	
929	**Import Entry**	
932	**Delivery Order**	**GREEN**
935	**Customs Invoice**	
940	**Delivery on Payment**	**GREEN**
962	**Inspections/Audit Requirements**	**RED**
963	**Error Report**	**RED**
964	**Packaging Details**	**YELLOW**
965	**Confirmation of Adjustment**	**YELLOW**

WITHDRAW/CANCEL ENTRY
This option will send the Cancellation message to Customs.

VIEW EDI HISTORY
This is a history of the files submitted and received from Customs. This also allows you to view the Errors for all Submissions and the raw message.



SET OVERRIDE
This allows users override a Customs entry. The purpose of this function is to Force a Successful return status. This function only prevents the Failure of the entry in the event of a known calculation issue or other known missing item.
This override does not force the Customs system into generating a Delivery Order and will cause the Entry to route to the Customs Audit department for further investigation.

HEADER CODES

This allows users to enter Authority or Other Information Item codes at the Customs Header level. The system will display the existence of this entered data by setting the Header Codes value to Yes.

Header Codes Yes

UPDATE EXCHANGE RATES

This option is available if the entry has not yet been submitted or if it has been submitted and failed. This option will check that the entry lines have exchange rates or forward cover rates valid for the date of submission and update them if required.

COMMENTS

This allows the user to supply a small comment for Customs in the entry. This screen is automatically presented to the user when the Entry is being Overridden or Withdrawn.

PRINT ENTRY

This option allows users to print the Customs Entry. This Entry print can be printed prior to sending to Customs to allow the user to validate.

Super Cheap Auto NZ Pty Ltd
Export Entry Line Detail Report

EXPORTER
DEMONSTRATION COMPANY (40006167L)

Entry No: **41856612**
Entry Date: **01/07/2014**
Entry Type: **DRAWBACK**
Client Ref:
Job Number: **2000432 AEA**
Agent Name: **MICHAEL LUCY**
Agent Code: **65432198B**

Process Indicator
SOLD S

Entry Status: **Delivery Order Herewith, method of Payment as specified**

SHIPPING DETAILS			
Craft/Flight QF2	Packages 10	Date of Export 01/07/2014	Total Gross Weight 10
Origin AUCKLAND - NEW ZEALAND	Destination MELBOURNE - AUSTRALIA		Bill Number MIL-UM
Container Numbers		Total Levy 350.00	Total Duty 800.00

SUPPLIER INVOICE INFORMATION

Invoice No	O/S Amount	Curr	Rate	NZD
2000432_1	20000.00	NZD	1.0000	20000.00

DETAIL LINE INFORMATION

Line	Tariff	Curr	Exchange	Origin	Quantity	Duty	Levy	Price
1	2208500401B	NZD	1.0000	TW	1.000	300.00	150.00	10000.00
	BOTTLED GIN - HAVING A VALUE FOR LESS THAN $22.00 PER LITRE OF ALCOHOL							
2	2208500401B	NZD	1.0000	TW	1.000	500.00	200.00	10000.00
	BOTTLED GIN - HAVING A VALUE FOR LESS THAN $22.00 PER LITRE OF ALCOHOL							

Print Delivery Order
This option allows users to print the Customs Delivery Order. This option is only available to the user when the Entry show a Document Type of 932 – Delivery Order and the Entry has a Submission Status of "S" – Successful.

AKL LOGISTICS (N.Z.) LTD
EXPORT DELIVERY ORDER

EXPORTER: **CARTER & ASSOCIATES (2000) LTD**	BROKER: **AKL LOGISTICS (N.Z.) LTD**
ENTRY NUMBER: **35288833**	DECLARENTS REFERENCE NUMBER: **523308 1**
DATE OF EXPORT **23/07/2011**	TOTAL GROSS WEIGHT: **18896**
EXPORT VESSEL/FLIGHT NO./P.POST: **NATALIE SCHULTE**	**VOYAGE NUMBER:** **831**
PORT OF DISCHARGE **TAURANGA**	PORT OF LOADING **ADELAIDE**

SHIPPING DETAILS

BILL OF LADING AIRWAY / P.POST	CONTAINER NUMBERS	CONTAINER STATUS	PACKAGE NUMBER	KIND
1AKLTT3760	**SUDU5874820**	**FCL**	**1687**	**PACKAGE**

CUSTOMS INSTRUCTIONS

1 FCL(S) SAID TO CONTAIN 1687 PACKAGE(S) OR ITEM(S)

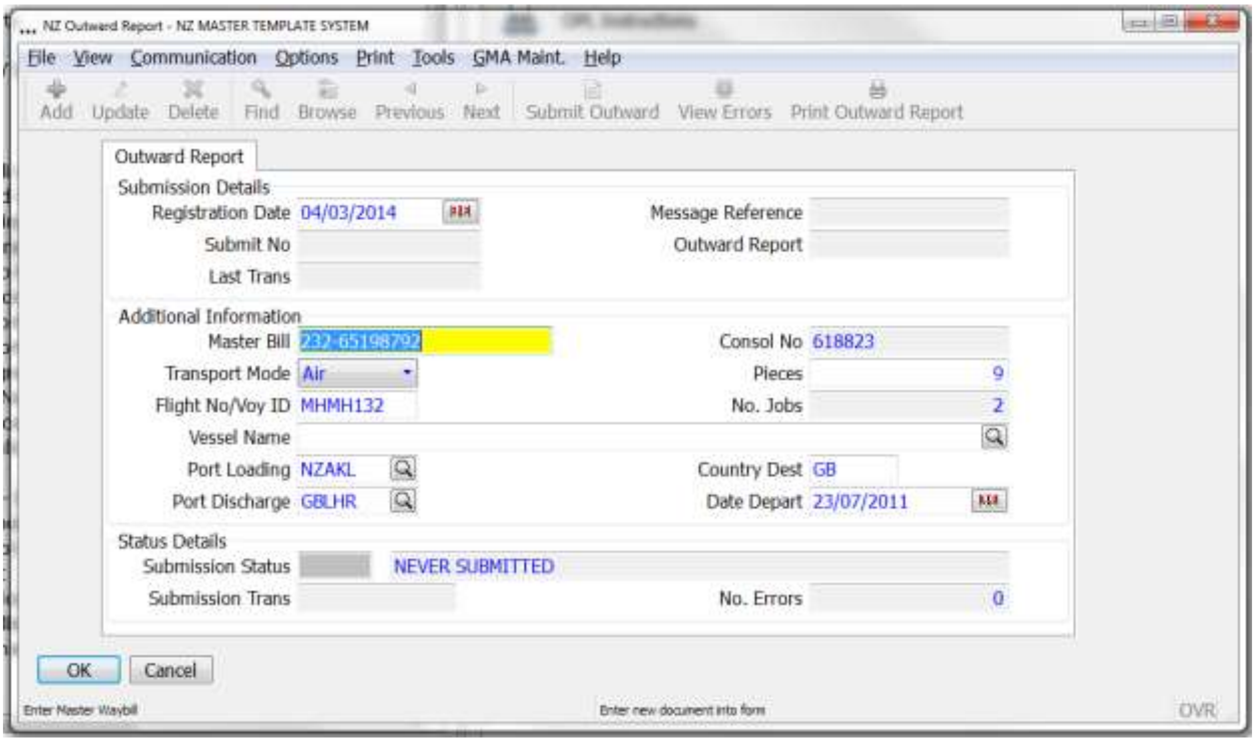
PRINT COMMS REPORT

This option allows users to print the Customs Communications report. This report shows all the Communication transactions from Customs.

```
11/07/12                     Customs Responses
11:39:50
                          AKL LOGISTICS (N.Z.) LTD                    Page: 1
-------------------------------------------------------------------------------
PDL INDUSTRIES LIMITED
Entry No:      97140955         Job No:     800436 001
Entry Status:       819         Document Type:     932
    Customs Delivery Order Given:
    Response is -   Delivery Order Herewith, method of payment as specified
         4 LOOSE PACKAGE(S) OR ITEM(S)
Method Of Payment   Client Deferred Account
```

Outward Report

This function if available from the Air Export Consol Registration screen. Use the Outward Report toolbar button to access the screen. The toolbar button will link to the screen provided the Consol has a Master Air Way Bill number and all the jobs associated with the consol have and ECN or Exemption.



Field Name	Description	Validation	Default
Registration Date	This is the date of the creation of the submission	Mandatory	Today
Submit No	This is the reference for the submission	N/A	System Generated
Message Reference	This is the reference for the message	N/A	System Generated
Master Bill	This is the Master Bill Number from the Consol	Mandatory	Consol Registration
Transport Mode	This indicates Air or Sea	Mandatory	Consol Registration
Flight No/Voy ID	The Flight Number or Voyage Reference from the Consol	Mandatory	Consol Registration
Vessel Name	This is the full vessel name	Optional	Consol Registration

Field Name	Description	Validation	Default
Port Loading	This is the Load Port code	Mandatory	Consol Registration
Port Discharge	This is the Discharge Port code	Mandatory	Consol Registration
Country Dest	This is the destination country code	Mandatory	Consol Registration
Date Depart	This is the Date of Departure	Mandatory	Consol Registration

Use the Submit Outward toolbar button to send the report to Customs.

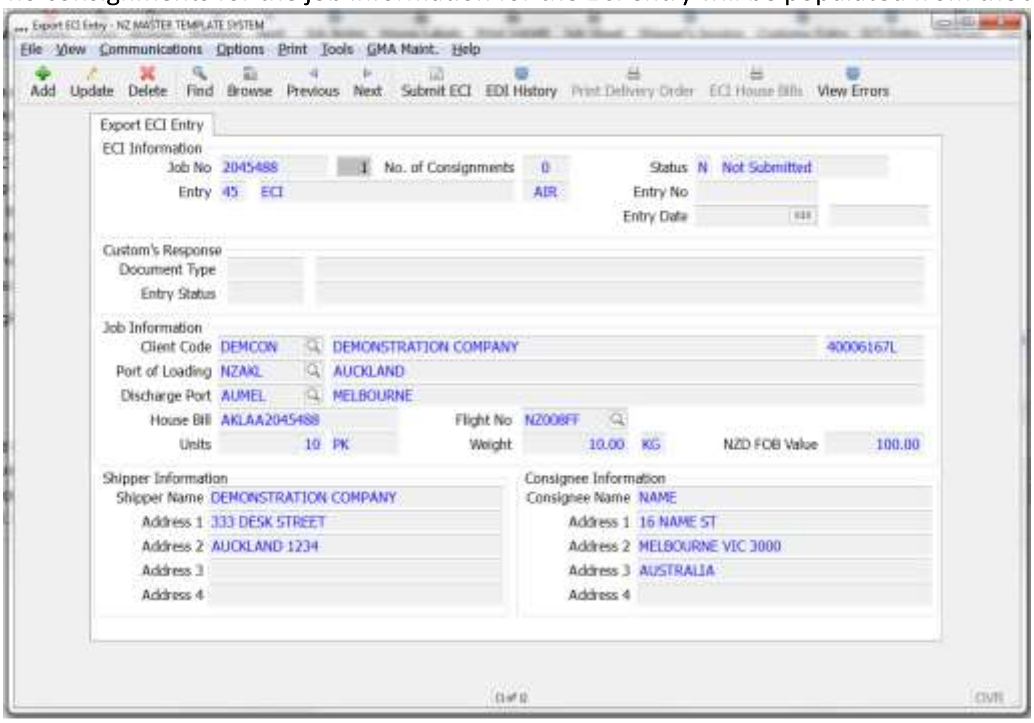
Following a successful response from Customs use the Print Outward Report toolbar button to print the report.

If the Customs response is 'FAILED' use the View Errors toolbar button to access the message from Customs.

Export ECI Entry

Summary details of single or multiple exempt-entry consignments can be sent to NZ Customs. This option is available from the Export Sea and Air Job Registration screens using the ECI Entry toolbar button. Expedient will check and Export Entry has not already been created.

If there are no consignments for the job information for the ECI entry will be populated from the Job.



Field Name	Description	Validation	Default
Job No	This is the Job Number. This will automatically populate from Job Registration. This is followed by the Submission Reference. Mulitple ECI Submissions for the same Job are permitted if your site is configured to allow this. Please contact Expedient Software for further information.	N/A	From Job Registration
No. of Consignments`	This is the number of consignments attached to the job	N/A	From Job
Status	This is the current status of the ECI Entry	N/A	System Generated
Entry	This indicates the type of entry	N/A	System Generated
Entry No	This is the Entry Number advised by NZ Customs	N/A	From NZ Customs
Entry Date	This is the date of the entry	Optional	Today
Document Type	This is the most recent response from NZ Customs	N/A	From NZ Customs
Entry Status	This is the current status of the entry	N/A	From NZ Customs
Client Code	This is the code and the Customer name from Job Registration	Mandatory	From Job Registration
Port of Loading	This is the port of Loading/Origin populated from Job Registration	Mandatory	From Job Registration
Discharge Port	This is the first port of entry into New Zealand populated from Job Registration	Mandatory	From Job Registration
House Bill	This is the house bill reference	Mandatory	From Job Registration
Flight No	This field appears where the mode is AIR. This field can be updated to match NZ Customs Flight Number where this is different to the IATA flight number.	Mandatory	From Export Air Job Registration, Flight Number 1.
Units	This is the number of Units followed by the unit of measurement. Visible if there are no consignments.	Mandatory	From Job Registration
Weight	This is the weight followed by the unit of measurement. Visible if there are no consignments.	Mandatory	From Job Registration

Field Name	Description	Validation	Default
NZD FOB Value	This is the Declared Value for Customs. Visible if there are no consignments.	Mandatory	From Job Registration
Supplier Information	This is the name and address for the Supplier. This will be populated from Import Job Registration.	Mandatory	From Job Registration
Consignee Information	This is the name and address for the Consignee. This is visible if there are no consignments and will be populated from Import Job Registration if there are no ECI Consignment details	Conditional on ECI Consignment Details	Conditional on ECI Consignment Details

Use button 

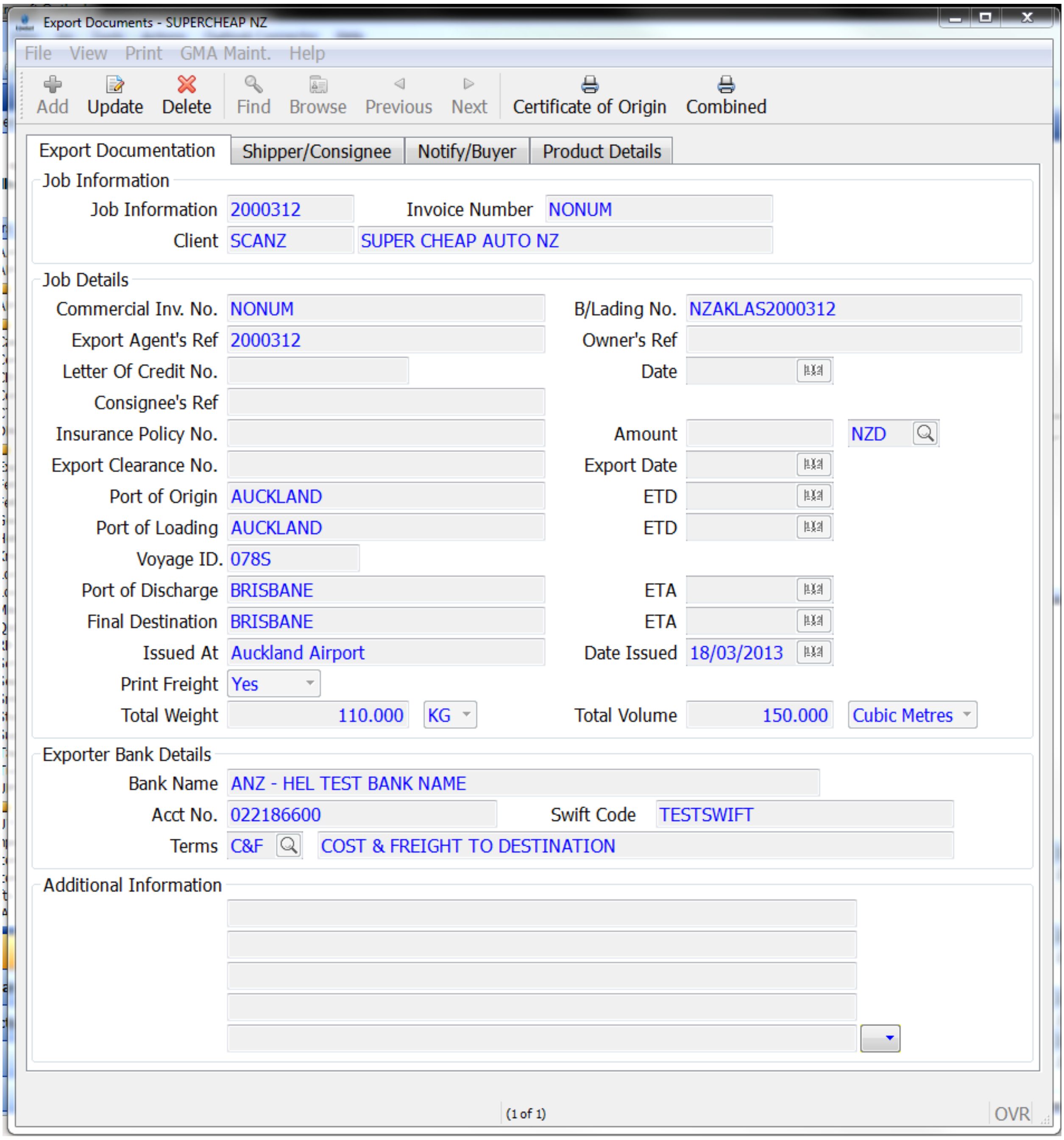
to submit an ECI entry to NZ Customs. The system will check all mandatory information has been provided in the ECI Entry screen and from the Job Registration screen before submitting the entry. A list of errors will be provided where information is missing.

Use the Communications menu in the ECI Entry screen to track submitted entries and to see detailed information on errors received back from NZ Customs. Different option s for sending new ECI entries, resending, updating entries or withdrawing ECI entries will be available depending on the current status of the entry with NZ Customs.

Export Documentation

Export Documentation can be produced from the Shipper's Invoice screen. Use the 

toolbar button to access the Export Documentation screen.



This screen will auto-populate fields where appropriate from the Shipper's Customer Masterfile, the Export Consignee details, the Job Registration and the Shipper's Invoice screens. Add additional information or edit the fields to produce the following documentation from the toolbar buttons and the Options menu within the Export Documentation screen

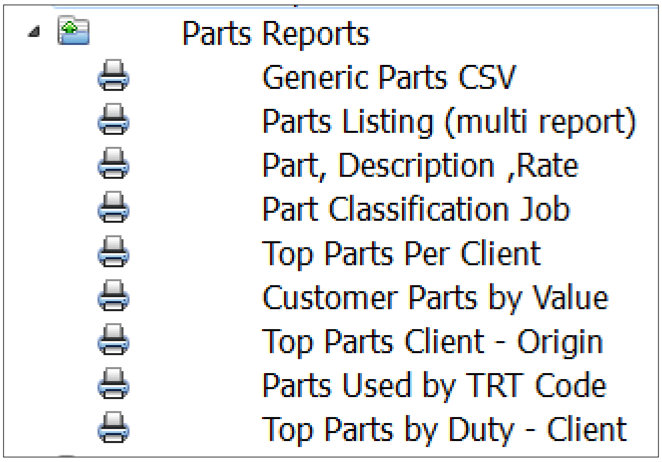
- Certificate of Origin
- Commercial Invoice

- Combined Commercial Invoice and Certificate of Origin

If the 'Print Freight" option is set to Yes in the Export Documents screen charges are printed on the Combined Commercial Invoice and Certificate of Origin according to the following rules

- IF incoterm is FAS, FCA, EXW or FOB then Freight will be printed in "Overseas Freight - Excluded Charges".
- IF incoterm is CFR (or C&F) then Freight will be printed in "Overseas Freight - Included Charges", and the insurance amount will be printed in "Overseas Freight - Excluded Charges".
- IF incoterm is anything else, then the sum of Freight + Insurance will be printed in "Overseas Freight - Included Charges"

Parts Reports
This below menu is available from the Customs Clearance / Tariff class menu. This menu displays the different Parts Reports. These are used in Imports and Exports. Export Parts have the Supplier code of **#EXP**:



TLF Reports
This below menu displays the different TLF Reports: